

ROANOKE CITY COUNCIL

April 4, 2005

9:00 a.m.

The Council of the City of Roanoke met in regular session on Monday, April 4, 2005, at 9:00 a.m., in the Emergency Operations Center Conference Room, Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, with Mayor C. Nelson Harris presiding, pursuant to Chapter 2, Administration, Article II, City Council, Section 2-15, Rules of Procedure, Rule 1, Regular Meetings, Code of the City of Roanoke (1979), as amended, and pursuant to Resolution No. 36762-070604 adopted by the Council on Tuesday, July 6, 2004.

PRESENT: Council Members Sherman P. Lea (arrived late), Brenda L. McDaniel, Brian J. Wishneff, M. Rupert Cutler, Alfred T. Dowe, Jr. (arrived late), Beverly T. Fitzpatrick, Jr., (arrived late) and Mayor C. Nelson Harris-----7.

ABSENT: None-----0.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

AIRPORT-COMMITTEES-CITY COUNCIL: A communication from Mayor C. Nelson Harris requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council; and to interview one applicant for appointment to the Roanoke Regional Airport Commission, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended, was before the body.

Council Member Cutler moved that Council concur in the request to convene in Closed Meeting as above described. The motion was seconded by Council Member McDaniel and adopted by the following vote:

AYES: Council Members McDaniel, Wishneff, Cutler, and Mayor Harris-----4.

NAYS: None-----0.

(Vice-Mayor Fitzpatrick and Council Members Dowe and Lea were not present when the vote was recorded.)

CITY COUNCIL: A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss acquisition of real property for a public purpose, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the City, pursuant to §2.2-3711 (A)(3), Code of Virginia (1950), as amended, was before the body.

Council Member Cutler moved that Council concur in the request to convene in Closed Meeting as above described. The motion was seconded by Council Member McDaniel and adopted by the following vote:

AYES: Council Members McDaniel, Wishneff, Cutler, and Mayor Harris-----4.

NAYS: None-----0.

(Vice-Mayor Fitzpatrick and Council Members Dowe and Lea were not present when the vote was recorded.)

(Council Member Lea entered the meeting.)

At 9:05 a.m., the Mayor declared the Council meeting in recess for one Closed Session to be held in the Council's Conference Room, Room 451, Noel C. Taylor Municipal Building, to interview one applicant for a vacancy on the Roanoke Regional Airport Commission, and to consider vacancies on certain authorities, boards, commissions and committees.

(Vice-Mayor Fitzpatrick and Council Member Dowe entered the meeting during the Closed Session.)

At 9:40 a.m., the Council meeting reconvened in Room 159, Noel C. Taylor Municipal Building, with Mayor Harris presiding and all Members of the Council in attendance.

ITEMS LISTED ON THE 2:00 P.M., COUNCIL DOCKET REQUIRING DISCUSSION/CLARIFICATION, AND ADDITIONS/DELETIONS TO 2:00 P.M., AGENDA: None.

TOPICS FOR DISCUSSION BY THE MAYOR AND MEMBERS OF COUNCIL: None.

ITEMS FOR DISCUSSION AT THE JOINT MEETING OF COUNCIL AND THE SCHOOL BOARD ON MONDAY, MAY 2, 2005: None.

BRIEFINGS:

CITY EMPLOYEES:

Employee Survey:

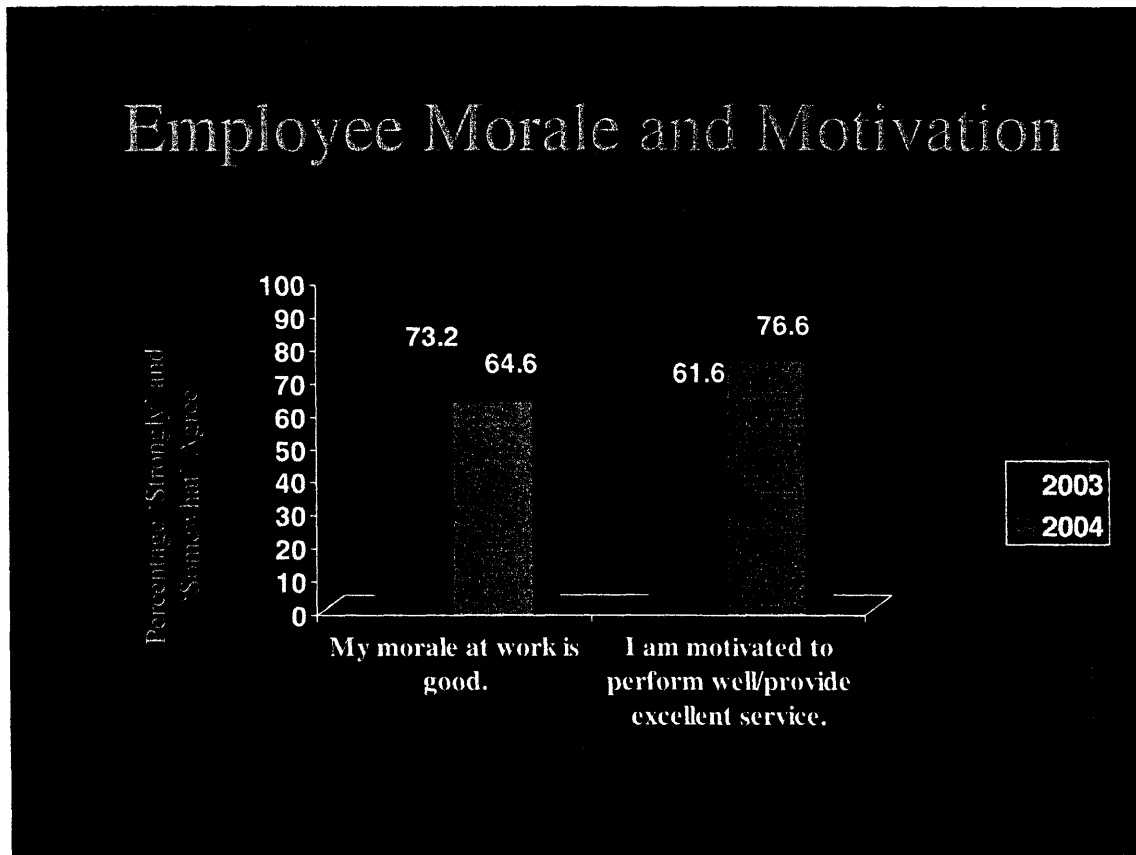
The City Manager called upon Susan E. Short, representing The Virginia Tech Center for Survey Research, for results of the 2004 City of Roanoke Employee Survey.

Ms. Short advised that:

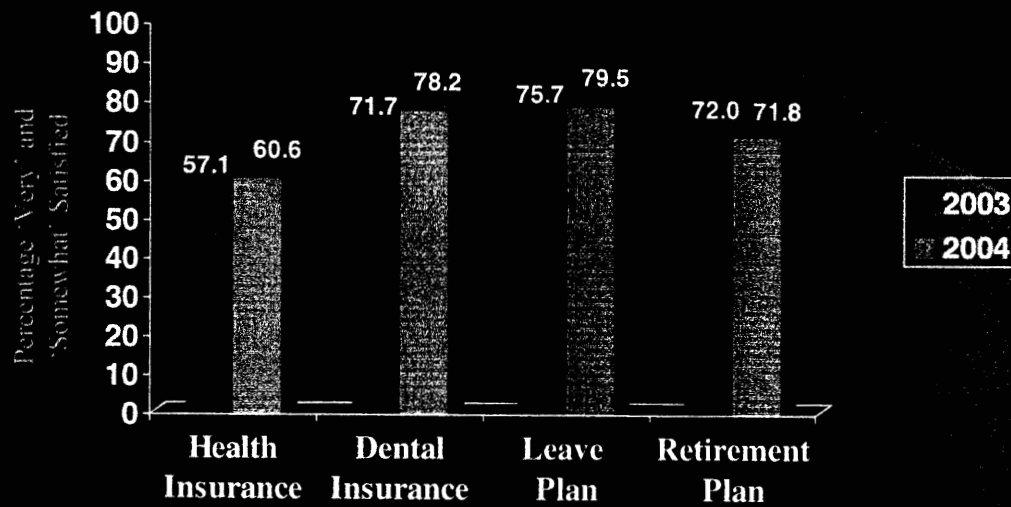
- 1,116 surveys were completed, representing a 65 per cent response rate, margin of error was +/-1.7 per cent, and data was tabulated with confidentiality.
- Demographic characteristics: 68.2 per cent reported their race as "White", 63.4 per cent reported an annual salary of \$40,000.00, 57.2 per cent reported that they had worked for the City six or more years, 55.6 per cent reported gender as male and 49.8 per cent reported their age at 40 years or older.
- Highlights of the level of employee agreement with selected statements:

I feel that the work I do is important.	94.0 per cent
I have a clear idea of my job responsibilities.	91.1 per cent
The work done by City employees makes Roanoke a better place for citizens.	89.1 per cent
The City of Roanoke is a good employer.	88.8 per cent
Service to citizens is a high priority for City employees.	84.8 per cent
I am proud to work for the City of Roanoke.	84.6 per cent
I understand that employee Core Values is important to providing service.	83.8 per cent
My co-workers are committed to providing a high level of service to citizens.	80.8 per cent
I feel I have job security.	80.1 per cent
Providing high quality services to citizens is a priority with the City of Roanoke.	78.9 per cent
My job makes good use of my skills and abilities.	78.9 per cent
I have been given opportunities to learn and take on new responsibilities in my job.	78.8 per cent
Overall, I am satisfied with my job.	76.4 per cent
I feel that I am respected as a person in my workplace.	75.9 per cent

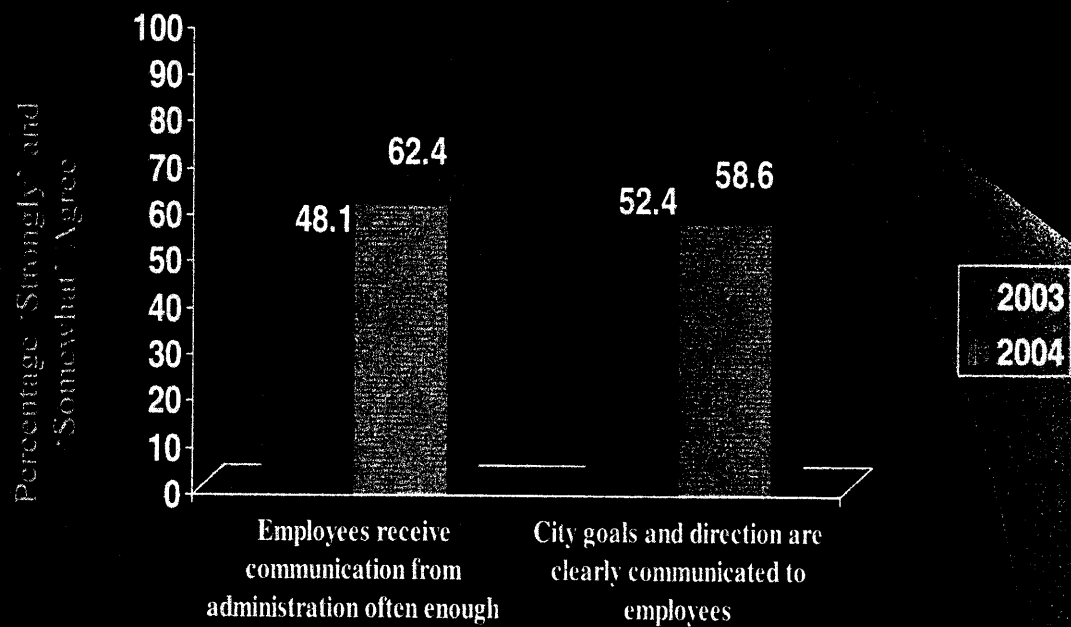
- The following charts were reviewed regarding employee morale and motivation, employee satisfaction with benefits, employee opinions on selected benefits such as Tuition Assistance, Occupational Health Clinic, Employee Self Service, communicating with employees, employee compensation, and perceptions of employee treatment.



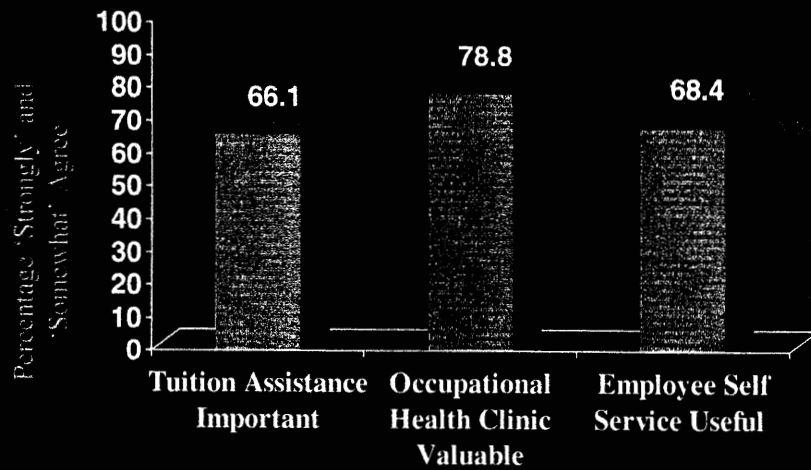
Employee Satisfaction with Benefits



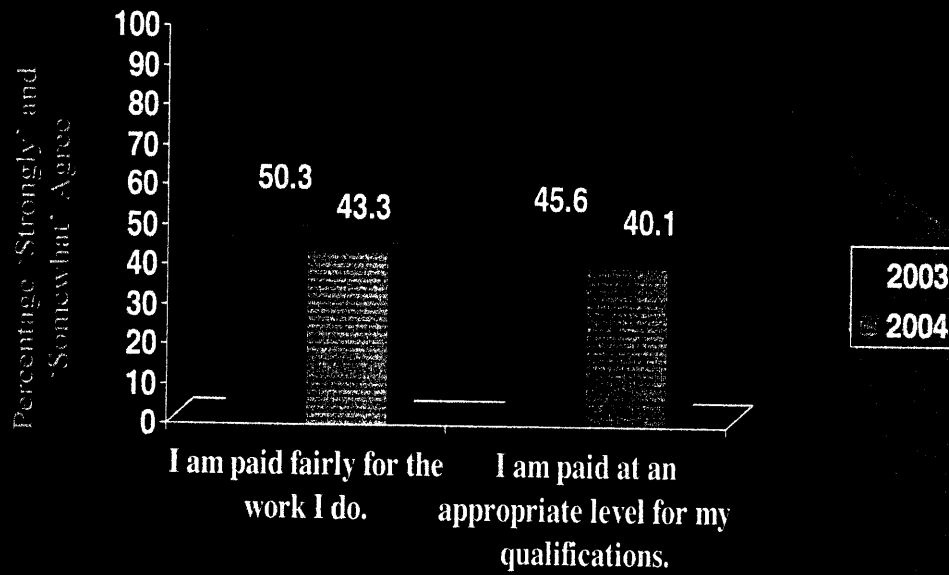
City of Roanoke Communication with Employees



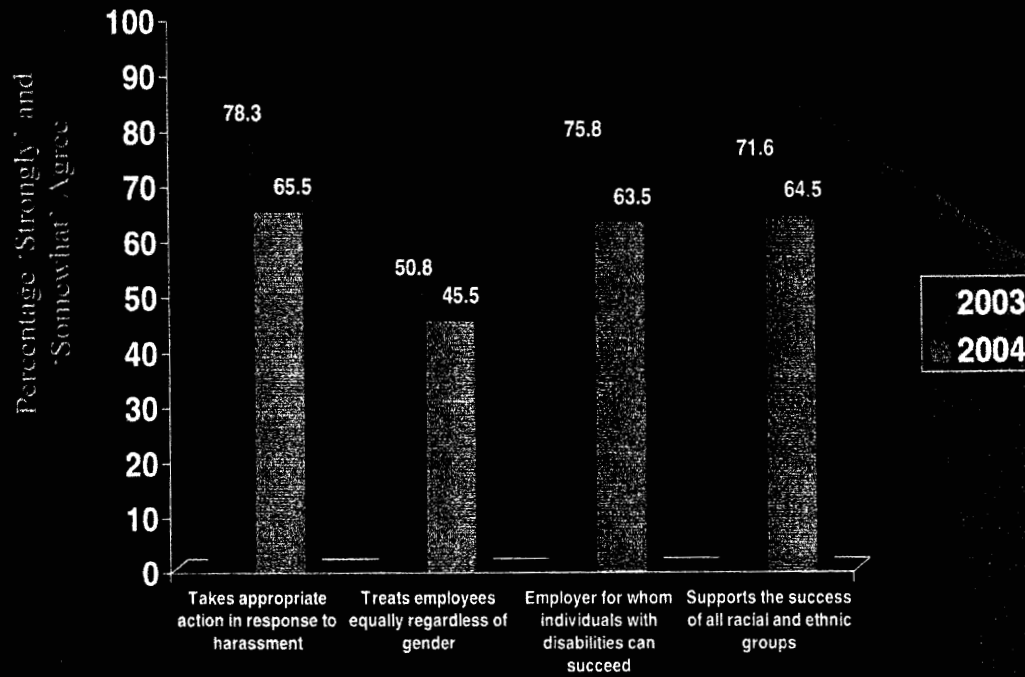
Employee Opinions on Selected Benefits



Employee Compensation



Perceptions of Employee Treatment



Employee opinions on communication methods:

Information about City policies and procedures is readily available. (79.1 per cent)

The methods used to communicate with City employees are effective. (60.6 per cent)

Preferred methods of communication:

E-mail	36.3 per cent
Direct conversation with supervisor	35.9 per cent
City Corner Newsletter	14.2 per cent
Around the Corner Newsletter	2.1 per cent
Other:	
Memos, meetings, Tattler, Star City Beat, P. D. Newsletter	7.4 per cent

• Areas for improvement in 2003 and 2004:

	2003	<u>2004</u>
City policies for employees are fair.	56.3%	54.6%
If I do a good job, I have a better chance of getting ahead.	50.1%	49.5%
Employees are treated with respect.	46.4%	46.4%
I feel I am free to express my opinions in my job without worrying about negative results.	46.6%	44.7%
The City of Roanoke is well managed.	39.2%	41.4%
City policies for employees are carried out in a consistent manner.	42.2%	38.3%
Job promotions with the City are fair.	32.6%	34.1%

- Workplace experiences:

Since the last survey, have you witnessed or experienced

	<u>Yes</u>	<u>No</u>
Harassment at work?	18.5%	76.3%
Discrimination at work?	29.7%	64.7%
Intimidation at work?	31.5%	62.8%

Employee agreement with statements regarding supervision:

	<u>2003</u>	<u>2004</u>
My supervisor treats me fairly.	82.8%	80.5%
My supervisor provides useful recommendations on how I can improve.	74.0%	73.4%
Someone meets with me about my job progress at least every six months.	77.8%	69.2%
I understand how my job performance is evaluated.	73.8%	68.5%
My performance reviews are based on how well I understand/deliver services.	69.2%	63.3%
My department head is an effective manager, department is well managed.	55.2%	58.1%

Employee agreement with new items regarding supervision – 2004:

My supervisor treats me with respect.	83.0%
I feel free to make comments and suggestions to my Supervisor.	78.8%
I feel that my work is appreciated by my supervisor.	77.7%
My supervisor accepts my comments/suggestions in a constructive manner.	75.6%
My supervisor is an effective manager.	74.1%
My professional growth is important to my supervisor.	68.4%

- Employee perceptions regarding training initiatives:

76 per cent agree that the training and development opportunities offered by the City are worthwhile.

74 per cent agree that they receive as much training as they need.

- Employee wellness and safety:

The City protects employee wellness. 74.8%

The City takes proper precautions to ensure a safe workplace. 72.3%

Employee health and safety are priorities for the City. 71.3%

The City Manager requested that Ms. Short comment on the frequency of conducting an employee survey; whereupon, she advised that it is not necessary for the City to conduct a survey on an annual basis since it has been demonstrated that there is a solid base line, but the survey should be conducted on a consistent basis, or cycle of every two to three years, so that employees will know that the organization is continuing to seek their input and to take the necessary action(s).

Discussion:

Council Member Cutler inquired about the differences in percentages of satisfaction from department to department and whether it is related to the nature of the work of the department or to the success of the department manager.

Ms. Short responded that when looking at the departments that had the lower percentages; i.e.: public safety, it could be indicative of the types of work performed and the types of individuals with whom employees interact when performing their jobs; some of the rankings may be related to individual work within the City, but overall when looking at public safety, it is a different group which is difficult to compare with other City departments.

- Council Member Lea stated that 68.2 per cent of employees surveyed were Caucasian and inquired as to how the number compares versus the minority percentage.

Ms. Short responded that overall, demographics of the survey reflect the percentages in the City's workforce, and parallels what the City's work force looks like which is somewhat better this year than last year because there were more non white respondents, but overall results are congruent with Roanoke's population.

The City Manager advised that the current breakdown of the City's workforce is approximately a 75 - 25 split between Caucasian and African American; last year the City had a higher percentage of Caucasians responding to the survey than African-Americans and she was pleased to report that more of the smaller percentage of the City's workforce chose to participate in the survey this year.

- Mr. Lea requested a clarification on the percentage breakdown of employees who responded to the question: "I am treated with respect as an employee."

Ms. Short advised that the, "I am treated with respect as an employee" ranked high this year and last year, with similar results; the question "Employees overall are treated with respect" was one of the lower ranking questions which is an interesting difference in that employees believe that employees overall are not treated with respect, while they themselves do feel treated with respect. She stated that the response could have something to do with the fact that employees, when looking at their individual jobs are positive, but overall they are slightly more negative, which is typically the case with most surveys. She added that it could be attributed to familiarity with their own job, therefore, it is easier to form a more negative view of the unknown or a lack of understanding of the job of another employee.

- Council Member McDaniel inquired if managers will receive a breakdown of departmental results; whereupon, the City Manager advised that some departments were aggregated for the purpose of maintaining survey confidentiality; Council was provided with the first briefing on results of the survey and a meeting will be held with department managers to review results and to ask that managers conduct presentations within their respective departments to receive feedback from employees; and the management team will address areas in need of improvement. She stated that evident from the survey is the importance of the immediate supervisor to the employee, the need to ensure that first line supervisors are well equipped with information, and that employees believe that they are participants in decision making. She added that communication within the City organization is better this year than last year which is a direct result of staff's efforts to address the issue.

There being no further questions or comments, the Mayor expressed appreciation to Ms. Short for briefing the Members of Council on results of the employee survey.

REFUSE COLLECTION:

Downtown Solid Waste:

Robert K. Bengtson, Director of Public Works, advised that:

- City staff has periodically updated Council on efforts to upgrade the Downtown trash collection process, such as the Trash Compactor Program in July 2004 which involved five automated trash compactors in lieu of curb side collection.
- The goal of City staff is to have less trash on downtown sidewalks thus creating a more positive influence on the pedestrian experience, to avoid traffic impact from refuse collection trucks in the downtown area, to encourage recycling, and to provide a level of added convenience to downtown customers.
- In July 2004, a wide range of responses for services was received, some of which were feasible and some not feasible; therefore, it was necessary to reassess future solid waste collection efforts.
- An advisory committee, representing a cross section of downtown businesses, office structures, etc., was appointed to provide input to City staff.
- Various programs and options enacted by other cities were evaluated prior to developing proposals for the City of Roanoke that will continue to modify and enhance Roanoke's downtown solid waste collection system.
- The advisory committee emphasized continuation of free collection once per week, curbside collection for 150 customers, and 110 customers paying in the range of \$60.00 – \$100.00 per month for trash collection.

- Currently, solid waste collection begins at approximately 5:15 p.m., followed by recycling collection, with the final trash collection at about 9:30 p.m.
- It is proposed to change the 5:15 – 5:30 p.m. collection to 3:30 p.m., which will allow trash to be removed from the sidewalks in front of restaurants at an earlier hour in order to enhance the outdoor dining experience.
- It is proposed to expand paper recycling efforts by targeting large generators of paper in the downtown area, such as large office buildings, and to schedule evening hours for recycling from 5:30 to 9:00 p.m.
- Final trash collection will remain at approximately 9:30 p.m.
- One automated trash compactor will be located along Kirk Avenue between Market Street and Williamson Road, free of charge to downtown customers, which will be activated by a swipe card system.

The following results of a survey of downtown merchants were presented indicating a positive reaction to the proposal.

DOWNTOWN TRASH COLLECTIONS

The City of Roanoke would like to know, from your point of view, how the proposed changes in the trash collection program compare with the existing trash collection program.

Aspect	Current Program	Proposed Program	More Desirable	Less Desirable	No Opinion	Comment
Times of pick-ups	Starting at 5:15 and 9:30 PM Monday-Saturday, 7:00 AM Sunday; Few specific pick-ups about 3:30 PM	Starting at 3:30 and 9:30 PM Monday-Saturday, 7:00 AM Sunday	43	5	17	
Recycling arrangements	Pick up paper and cardboard from sidewalk starting about 7:00 PM (Mon.-Sat.)	Work with customers to identify best time to collect their recycling (paper and cardboard) between 6:30-8:30 PM (Mon.-Sat.)	23	5	35	
Compactor availability	None provided. Customer may contract commercially for dumpster	Compactor will be placed off Kirk Avenue SE in Market Area for use by daily customers in addition to sidewalk collections	31	5	27	

Do you think it likely that you would use the Market Area compactor? No: 48 Yes: 16 How frequently? 105 times per wk

Other comments:

Type of Establishment: Restaurant: 19 Retail: 25 Office: 14 Institutional: 1 Service: 5 Other: 1

Thank you for your responses!

- Implementation will occur over a period of several months; by the month of June, new collection times will be in effect, and the public will be educated with regard to the new collection schedule, and compactor implementation could take until October due to procurement code issues and Architectural Review Board actions.
- Three enclosed dumpsters which are currently located at the Art Museum site will be removed upon commencement of construction of the new Art Museum building, but availability of the automated trash compactor and the downtown collection system will help to address any inconvenience resulting from removal of the three dumpsters.
- There will be an upfront cost of approximately \$38,000.00 for the automated trash compactor which will be funded from the Capital Maintenance and Equipment Replacement Program (CMERP).

Discussion:

- Council Member Cutler inquired about the advisability of retaining the advisory committee as a kind of sounding board for other market-related issues; whereupon, Mr. Bengtson advised that as the program unfolds it would be worthwhile to check in with the advisory committee from time to time.
- Dr. Cutler also inquired as to how leakage and odor will be addressed relative to the automated trash compactor; whereupon, Mr. Bengtson responded that the compactor will be designed in such a manner that no odor or leakage will be emitted from the unit.
- Dr. Cutler inquired as to how the City plans to address recalcitrant businesses in the downtown area; whereupon, Mr. Bengtson advised that the Solid Waste Management Code Enforcement Officer will continue to work with customers.

In concluding the briefing, unless otherwise advised by the Council, the City Manager stated that there appears to be a consensus by the Council to support implementation of the above referenced changes to solid waste collection in downtown Roanoke and staff will proceed accordingly.

HOUSING/AUTHORITY:

Neighborhood Revitalization Strategy Area Plan (NRSA):

The purpose of the NRSA plan is:

- The development of a Neighborhood Revitalization Strategy Area (NRSA) plan for the Gainsboro community provides a unique opportunity to promote the long-term strength and stability of an older neighborhood of Roanoke, with residential, commercial, industrial and historical uses.
- The plan identifies strategies to revitalize Gainsboro which include increasing the homeownership rate through rehabilitation and new construction, rehabilitating owner-occupied housing, enhancing neighborhood business opportunities and promoting employment opportunities.
- In coordination with the Roanoke Redevelopment and Housing Authority (RRHA) and Blue Ridge Housing Development Corporation (BRHDC), the City of Roanoke continues to forge a partnership with businesses, community groups, and residents to address community revitalization through a comprehensive strategy.
- The framework for the NRSA approach was established by the U. S. Department of Housing and Urban Development (HUD) in the regulations entitled, "Consolidated Submissions for Community Planning and Development Program".
- This approach is intended to enable communities to tailor strategies to meet local needs through a flexible holistic process linking economic, human, social, physical, environmental and design concerns to build viable neighborhoods of opportunity.
- Under the regulations, cities are permitted to prepare and submit neighborhood revitalization plans as part of the local Consolidated Plan.
- The issuance of HUD Notice CPD-96-01 entitled, Community Development Block Grant Neighborhood Revitalization Strategies on January 16, 1996, provided further guidance addressing the approval regulatory framework and incentives to develop a NRSA.

- The elements of the plan are consistent with the format presented in HUD Notice CPD-96-01 and include:

Boundaries – The boundaries of the designated area.

Demographic Criteria – The demographic characteristics of the area (Statistics about the residents of the community).

Consultation – the consultative approach to the community stakeholders (Input from the residents, business owners, non profit organizations, community groups and churches located in the designated area).

Assessment – an assessment of the economic conditions of the area and the opportunities for economic development.

Economic Empowerment – The plan to create meaningful jobs for low and moderate income persons of the area.

Performance Measurements – The plan to identify progress that is readily measurable.

- Although the strategies presented in the plan will ultimately generate a number of important benefits for the community, the NRSA plan will enable the City of Roanoke to implement a mixed-income development strategy for the community, while providing certain flexibility in the use of CDBG funded business development assistance.
- Community Development Block Grant funds for affordable housing development have traditionally benefited only low-income families.
- The NRSA plan will allow the City of Roanoke to construct or rehabilitate and market housing in the Gainsboro neighborhood to individuals and families of a diverse range of income levels, thereby creating a broader income base in the community.
- Upon adoption by the Roanoke City Council and approval by HUD, the plan will become part of the City of Roanoke's 2005-2010 Consolidated Plans.

- While NRSA-related activities in Gainsboro are expected to extend through 2006, and possibly 2007, the City reserves the right, subject to funds availability, to extend the Gainsboro NRSA activities for the entire period of the 2005-2010 Consolidated Plan.
- The NRSA Plan will be evaluated periodically during this period against the benchmarks established therein, and to determine whether activities will require a continuation under the next Consolidated Plan.

The City Manager introduced Frank E. Baratta, Budget Team Leader, to review the NRSA plan:

Mr. Baratta advised that:

- The NRSA plan is a supplement to the City's five-year Consolidated (HUD) Plan; it offers added flexibility for CDBG-funded activities undertaken in the revitalization area; it promotes focused efforts in areas needing revitalization and requires HUD approval.
- NRSA benefits are: nearly half of the housing assisted with CDBG can be market-rate units (does not apply to HOME funds); job creation requirements are eased, including simplifying and reducing paperwork for businesses, and additional flexibility is provided for human service activities conducted by Community Based Development Organizations.
- NRSA must contain boundaries of the revitalization area; the area must be residential, consultation with stakeholders, assessment of area economic conditions, strategies for jobs and physical development and performance measurements.
- Current conditions in Gainsboro: A strength includes an active resident interest, location, religious, business, senior and education organizations; opportunities with Dumas, Cherry Avenue and Henry Street development. Weaknesses include rental/housing decline; low homeowner rate; perceptions of crime; well below medians in income and housing values.

- Performance commitments to date include: residential – zoning changes, design district and historic designation; 12 new homes to be constructed; 15 major rehabs; 40 limited rehabs. Economic – zoning to support Henry Street development; assistance to Dumas; market incentives to business; providing façade grants to Gainsboro businesses. Infrastructure – Lick Run Greenway; curb, gutter and sidewalk, engage residents in urban forest projects. Public Safety – establish and train for Neighborhood Watch; conduct code enforcement sweep; conduct Crime Prevention through Environmental Design assessment. Commitments being developed with Culinary Arts scholarships for Gainsboro residents and “Officer Next Door” housing in Gainsboro.
- Public participation has included an extensive public process used to develop the Gainsboro Neighborhood Plan; presentation to the Gainsboro Steering Committee on January 20; presentation to the Gainsboro Neighborhood Alliance, including invitations to neighborhood businesses on February 7, discussion at the Gainsboro Steering Committee monthly meeting on March 17; and information was provided at the HUD public hearing on March 31.

Discussion:

- Council Member Dowe referred to the potential of a public/private partnership with W & G Investment Group, LLC, which has expressed an interest in the Gainsboro area, and inquired as to what extent the City has worked with the group.

Mr. Baratta advised that the group has been apprised of the NRSA Plan; they applied for funding, but were not selected since much of their initial focus will be on rental property; and while rental is needed, the low home ownership rate in Gainsboro compared to the City at large was one of the drawbacks. He stated that there will be opportunities to work with the investment group because the public/private partnership is important and the City would like to encourage them to move to the home ownership side.

- Vice-Mayor Fitzpatrick inquired as to the total number of housing units in the redevelopment area; whereupon, Mr. Baratta responded that there are approximately 534 units.
- Council Member Wishneff inquired if the NRSA plan is restricted to home ownership; whereupon, Mr. Baratta advised that rental rehabilitation, tenant occupied property, owner occupied, and new home ownership is permitted, although rental rehabilitation is sometimes difficult to put in place. He stated that the City could require home ownership only, but new houses cannot be constructed with CDBG funds, therefore, it would be necessary to overlay HOME funds with new home ownership, especially where there is infill construction on a vacant lot. He added that it is difficult to use CDBG funds entirely for new home ownership, so there is a large amount of owner occupied property; also, with new home ownership, if the surrounding owner occupied property is not taken into consideration, it can be difficult to sell new homes because potential buyers are concerned about their investment, so the City would end up with a mix of new home ownership and existing owner occupied property. He explained that HOME funds can only be used for low and moderate income housing.

The City Manager advised that the NRSA plan allows the City to spend up to 49 per cent of funding that no longer will be attributed to low/moderate income on market rate housing; and all of the development that occurs in the Gainsboro neighborhood should not be publicly driven. She stressed the importance of "jump starting" involvement by the private sector and that the City should not always be in the business of trying to identify City dollars or Federal dollars for certain purposes. She stated that the purpose of the NRSA plan, over time, is to bring a different mix of housing into the area because the Gainsboro area has a lot of potential and should not be a low income area, but a mixed income area of the City.

- Council Member Lea inquired about citizen participation and understanding of the NRSA plan; whereupon, Mr. Baratta advised that the NRSA plan used the Neighborhood Plan as a foundation which included an extensive process over a long period of time, and the NRSA plan is similar inasmuch as it was built on neighborhood involvement. He added that the NRSA plan was presented to the Gainsboro community on January 20, City staff went into the neighborhood as early as possible with information about the Plan, interchange of information led to

formation of an executive committee; the Gainsboro Neighborhood Alliance held a special meeting at the Roanoke Higher Education Center; and City staff continues to provide information to the neighborhood.

- Council Member Cutler inquired if any of the building designs from the Cradle to Cradle Housing Design competition could be used in the Gainsboro area; whereupon, Mr. Baratta advised that the Blue Ridge Housing Development Corporation is looking at some of the designs that are compatible with the neighborhood and Blue Ridge has committed to build at least one of the compatible Cradle to Cradle designs.
- Dr. Cutler also inquired as to what was learned from the Southeast by Design project that could be used in the Gainsboro area; whereupon, Mr. Baratta advised that as a result of appointment of a Southeast by Design Steering Committee, a Gainsboro Steering Committee was appointed to promote and provide information, to identify issues that might not be on target, and to provide citizen oversight in order to keep the project moving forward.
- Council Member McDaniel inquired about a time frame for completion of the NRSA plan; whereupon, Mr. Baratta advised that completion of the plan will involve a 12-18 month process.

There being no further discussion, the Mayor expressed appreciation to City staff for an informative briefing.

At 11:08 a.m., the Mayor declared the Council meeting in recess, for a meeting of the Audit Committee to be held in the Council's Conference Room, Room 451, Noel C. Taylor Municipal Building.

At 12:15 p.m., the Council convened in Closed Session in Room 159, Noel C. Taylor Municipal Building.

At 12:50 p.m., the Council meeting reconvened in Room 159, Noel C. Taylor Municipal Building, with Mayor Harris presiding and all Members of the Council in attendance.

COUNCIL: With respect to the Closed Session just concluded, Council Member McDaniel moved that each Member of City Council certify to the best of his or her knowledge that: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act; and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by City Council. The motion was seconded by Vice-Mayor Fitzpatrick and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick and Mayor Harris-----7.

NAYS: None-----0.

AIRPORT-OATHS OF OFFICE-COMMITTEES: The Mayor advised that the four year term of office of J. Granger Macfarlane as a member of the Roanoke Regional Airport Commission expired on March 9, 2005; whereupon, he opened the floor for nominations.

Vice-Mayor Fitzpatrick placed in nomination the name of J. Granger Macfarlane.

There being no further nominations, Mr. Macfarlane was reappointed as member of the Roanoke Regional Airport Commission, for a term ending March 9, 2009, by the following vote:

FOR MR. MACFARLANE: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

WATER RESOURCES: The Mayor called attention to the resignation of George W. Logan as a Director of the Western Virginia Water Authority, effective at the close of the May 19, 2005 meeting of the Western Virginia Water Authority; whereupon, on behalf of the Council, he requested that the City Attorney prepare the proper measure, to be considered at a future Council meeting, appointing John B. Williamson, III, to fill the unexpired term of office ending March 1, 2008.

VIRGINIA MUNICIPAL LEAGUE-COMMITTEES: The Mayor advised of the following City of Roanoke nominations to Virginia Municipal League Policy Committees:

Environmental Quality – Council Member M. Rupert Cutler
General Laws – William M. Hackworth, City Attorney
Human Development and Education – Council Member Alfred T. Dowe, Jr.
Transportation – Vice-Mayor Beverly T. Fitzpatrick, Jr.
Finance – Jesse A. Hall, Director of Finance

ROANOKE ARTS COMMISSION:

Public Arts Plan:

The Mayor advised that the first Public Arts Forum was held on March 7, 2005 at The Jefferson Center and was well attended by a diverse group of individuals. He called upon Mark C. McConnell, Chair, Roanoke Arts Commission, for an update on the Public Arts Plan.

Mr. McConnell advised that the City of Roanoke and the Roanoke Arts Commission are collaborating to produce a new plan that will help organize the community's efforts in public art; in 2002, Roanoke adopted a Percent-For-Art program that designates one per cent of each capital improvement budget to purchase art for placement in public spaces; the Roanoke Arts Commission has been assigned the responsibility to administer the Percent-For-Art program; and the City and the Arts Commission, along with other community and cultural groups, wish to take a proactive approach to public art, the goal of which is to create a Comprehensive Public Art Plan that can become an essential ingredient adding to the vitalization of Roanoke. He stated that Roanoke's new Public Art Plan will decide what types of art should be purchased, identify where artworks should be installed, and which themes are most appropriate to capture Roanoke's "heart and soul"; and Roanoke's new public art program requires a cohesive plan, policies and procedures to ensure that the community will enjoy the full benefits of high-quality public art. He advised that the planning process is underway, with a preliminary draft of the Public Art Plan scheduled for review by May 2005; extensive public involvement has contributed to the planning and interested citizens are invited to participate in the final public workshop to be held on Monday May 2, 2005, at 5:30 p.m., at The Jefferson Center.

Mr. McConnell introduced Kathleen Lunsford, Member of the Arts Commission; and Bettina Finley, representing TurnKey Meetings, Eloise Damorsch, representing Regional Arts in Portland, Oregon, and Clark Worth, representing Barney & Wirth, Inc., the principle team charged with the responsibility of developing a Public Arts Plan for the City of Roanoke.

Mr. McConnel advised that:

- Two years ago, when Council funded the Percent for Arts Program, the Roanoke Arts Commission was instructed to develop a Public Arts Plan.
- Plans from 20 different cities were studied, public arts professionals were interviewed and it became apparent that the task was larger than a volunteer committee could undertake; therefore, a public arts planning consultant was engaged to prepare a public input based study.
- A public arts forum was held on March 7, 2005 at The Jefferson Center which was attended by over 130 people from a diverse background of varying ages, and interviews were conducted with over 60 community leaders to solicit their vision for public art in Roanoke.
- An art survey was available on the Internet which has generated 70 responses to date.
- Meetings have been held with business groups and neighborhood organizations to solicit input and to distribute a survey in order to generate as much information as possible about how Roanokers view public art.
- Meetings were held with representatives of the Purchasing Department, Risk Management, and the Finance Department in order to understand how the Public Arts Plan and procedures will dovetail with existing City procedures and operations.
- Issues to be addressed include the existing process, collection, selection and placement of art, the purchase process, art issuance liability, and ways to leverage the City's investment and economic development in public art.
- Results of the study will be presented to Council in 60 days and will include a past history, goals and objectives of the public arts process, a listing of art selections to date, guidelines for future art acquisition, funding strategies, a master strategy and peer cities analysis.

- The second public input forum will be held on April 4, 2005 at 5:30 p.m., at The Jefferson Center, at which time participants will vote electronically on questions that will be posed to the audience.

Mr. Wirth advised that the study will include a process of community participation, the first Public Art Forum was well attended, the Public Forum scheduled for April 4 will be the second of three public workshops that have been scheduled, the theme for tonight's workshop is "Roll Up Your Sleeves" and is intended to provide an opportunity for participants to see the components of a Public Art Plan. He stated that tonight's meeting will also include a recap of the first work session, various images will be flashed on a screen and participants will be asked to vote their preferences on a scale of one to seven, and results of the voting will be used to help shape the Public Arts Plan; questions will be projected on the screen and participants will be asked to vote via electronic polling, and, in addition, participants will be permitted to frame their own questions. He advised that at the last public forum there was an outstanding response to the workshop session which included a round table discussion led by a facilitator and a recorder who took notes; the workshop theme will be repeated at tonight's work session and central discussion will focus on "What Does It Take to Make Excellent Art for Roanoke"; in approximately one month, a preliminary plan will be presented to and reviewed by the community and based on community input, Roanoke's Public Arts Plan will be produced.

The City Manager advised that the proof of public art is in not only the local government's financial investment, but what becomes the attitude or philosophy of the greater community. She stated that it would be hoped that the consultant's report will address how to get ownership in public art, beyond the local government percentage, to the private sector/broader community which is a critical base. She advised that more construction is taking place in the community by the private sector than by the public sector; and the notion that public art is valued and appreciated should be instilled in the private sector and should be incorporated into their building designs.

Dr. Cutler advised that two peripheries are closely tied to public art, i.e.: architecture and landscaping. He encouraged good landscaping and good architecture in the City's Public Arts Plan.

When the Public Arts Plan study is completed, Dr. Cutler inquired as to what community infrastructure will be put in place to tie in the neighborhoods, the arts plan process, and the Roanoke Arts Commission, in order to make the plan successful.

Mr. McConnell advised that the Roanoke Arts Commission is a dedicated body of 15 persons with no real authority other than the assignment to purchase and install art. He stated that as criteria are formulated for a particular piece of art, community representatives will be included in the process to solicit and coordinate the desires of the specific neighborhood and the Roanoke community at large.

There being no further questions or comments by Council Members, the Mayor expressed appreciation to Mr. McConnell for the presentation.

At 1:20 p.m., the Mayor left the meeting and the Vice-Mayor presided over the final briefing of the Council's work session.

POLICE DEPARTMENT:

Vice-Organized Crime Unit:

The City Manager advised of changes, improvements and enhancements in law enforcement during the past eight to twelve months; therefore, it would be appropriate for the Chief of Police to provide Council with an update on several activities and programs, with the goal of highlighting certain areas that have been emphasized during the past year.

Chief Joe Gaskins advised that:

- The Geographic Policing Program has been successful, the community is pleased with the program, the number of complaints from various communities are down, police officers strive to attend each community meeting and have attended approximately 500 meetings during the past year which gives the community an opportunity to know police officers and an opportunity for police officers to know the community that they serve.

- Geographic policing decentralized School Resource Officers (SRO) and the SRO now reports to the Lieutenant in the zone in which the school is located.
- The primary goal of geographic policing is to reduce the number of calls for service throughout the community, allowing police officers to have more time to spend with people in the community and more time to solve problems.
- Due to a number of home invasions (drug dealers breaking into each other's homes and taking money and personal items), and narcotics related murders, a Violent Crimes Task Force was established, the purpose of which is to address long term investigations and to concentrate on large criminal enterprise, to identify those persons who meet the definition of "king pin", and to identify all of the people who surround these people through a link analysis.
- The following is a breakdown of statistics on arrest and seizures for 2003, 2004 and January and February 2005 which demonstrates the success of the Organized Crime component to the Vice Unit:

	2003 w/out Organized Crime	2004 w/ Organized Crime	Jan. and Feb. of 2005 w/ Organized Crime
Investigations	588	664	175
Unit Assists	752	884	224
Intelligence Reports	704	604	70
Search Warrants	140	120	22
Drug Related Charges	310	279	122
Morals Related Charges	81	180	15 ± 14 this weekend
Other Unit Charges	181	160	19
Firearms Seized	67	66	5
Vehicles Seized (Before Asset Sharing/Court Proceedings)	21	65	6
Money Forfeitures (Before Asset Sharing/Court Proceedings)	\$109,441.00	\$1,083,105.00	\$161,985.00
Drug Seizures (Street Value)	\$755,026.00	\$2,790,695.00	\$324,432.00

- No drug-related murders have occurred since 2003.
- Three domestic homicides have occurred in 2005; if a victim contacted the City's Domestic Violence Specialist, they were counseled and encouraged to place charges against the perpetrator; staff developed a profile with Roanoke specific data showing the risk factors which determine when and where victims have been injured; a numerical system of rating risk factors was compiled and when the number reaches a certain level, an arrest is made; and victims who have reached a certain level are advised that at this point, people in their particular situations have been murdered, therefore, it is time to address the issue.
- A Criminal Intelligence and Technology Unit was created through grant funding, equipped with three dimensional crime scene mapping software that allows police officers to create a crime scene in three dimension which is especially helpful in court situations; Express Video Enhancement Software has been purchased that allows film on cameras used in retail establishments to be made either lighter or darker; GPS locators, which are microphones that allow contact with police officers at all times have been purchased; the work of the Records Division is current and police officers now enter data directly into a computer from the police vehicle thereby eliminating the need for duplication of data entry and temporary employees, and police officers may now concentrate on quality of work rather than quantity of work.
- A new system is under investigation that will allow police officers to pass photographs across the network system.
- The City of Roanoke has been fortunate to receive the following grant funds for police operations: records software - a \$130,000.00 grant through Homeland Defense Funds; \$320,000.00 for a mobile police station which, in an emergency situation, can serve as a local command station; a tactical response vehicle; additional tactical equipment such as vests, helmets, etc., surveillance equipment, computer equipment, and interoperability type radios; a \$35,000.00 V-STOP grant which was used to hire a Domestic Violence Specialist; a \$51,000.00 grant for bike patrols; a \$28,000.00 Division of Motor Vehicles Grant for DUI enforcement and speed detection equipment; and \$30,000.00 for bicycle patrol helmets and \$16,000.00 for vests.

- During the latter part of 2004, the complement of police officers was short by 39, however, to date the City of Roanoke is three officers short, 21 police officers have been hired since January, 19 recruits are presently enrolled in the Police Academy, ten officers are enrolled in field training, and the City can now be more selective by accepting better qualified applicants.
- Roanoke received funding for the Cadet Program in 2004, and four cadets are currently on the streets performing non-enforcement types of activities.
- Various community service outreach programs are administered by the Police Department; i.e.: Operation Blue Santa which raised \$28,000.00 and a truckload of toys; the False Alarm Program saved the City 1,019 man hours, Guns and Hoses Hockey Game raised \$2,500.00 for the Muscular Dystrophy Association, Crime Scene technicians met with persons in the community to explain the department 's capabilities as resources to forensics; and the Police Academy graduated approximately 300 persons, with 33 graduates from the Advanced Academy and the Senior Academy.
- Morale has been an issue of discussion from time to time; however, morale should be evaluated in a different way; i.e.: sick leave usage is down by 23 per cent, production is up, and staff involvement in department operations has increased; the Police Academy received first place award in the nation; Roanoke won first place in the State for the 2000 IACP Vehicle Theft Award; the "Chief's Challenger" which is a traffic safety, education and training award received first place in the State and third place in the nation; and Roanoke ranked first place in the Special Olympics Photograph Contest.
- The National Accreditation effort will begin on April 17 - 21, 2005.
- The Eighth Annual Golf Tournament will be held on May 21, 2005, which has the potential to raise between \$15,000.00 - \$25,000.00 for Special Olympics.

- Staff is excited about the second phase of the police building which will be a major accomplishment when all police operations will be housed under the same roof.

Discussion:

- Council Member Dowe advised that it has been brought to his attention that there should be more concern about personal safety at City Council meetings.
- Council Member Lea inquired if there are additional measures that could be taken to address domestic violence. Chief Gaskins responded that any time there is an assault, or any time an officer responds to a call of domestic violence and there are visible signs that violence took place, the officer has no other recourse but to make an arrest; the problem usually occurs after the arrest when the individuals who took out the warrant have worked out their differences and the incident is not pursued through the court system.
- Council Member Lea inquired if medicine given out at the methadone clinic on Hershberger Road is dispensed on site. Chief Gaskins responded that he recently toured the facility, methadone is dispensed in liquid form to the client in a cup and the client is required to talk with the nurse prior to leaving the premises to prove that the substance was swallowed. He stated that if there is methadone on the streets of Roanoke, he did not believe that it came from the methadone clinic on Hershberger Road.
- Council Member Cutler inquired if there are gangs in Roanoke. Chief Gaskins advised that Roanoke has had one group that fits the definition of "gang", with ages ranging from minors to adults committing crimes. He stated that if the question is, are there "gangs" in Roanoke, the answer would be yes, there are groups that are striving to be gangs. He added that he did not believe that Roanoke has the "gangs" that one would typically worry about but nonetheless, several years ago a task force was

appointed including representatives of the Commonwealth's Attorney's Office, Sheriff's Department and Police Department which collected data on those persons who would loosely fit the description – who they are, where they are, where the signs are, and what kind of activities they are involved in, etc. He stated that if the situation reaches the point where it is believed that they are of “gang” status, the City of Roanoke will be ahead of the game.

- Council Member Dowe advised that information disseminated by the Virginia Municipal League has been provided to the Police Department. He stated that he was recently appointed by the Governor to serve on the Criminal Justice Board at the State level; therefore, Roanoke will be ahead of the curve in receiving information as viewed by the State.

Vice-Mayor Fitzpatrick expressed appreciation to Chief Gaskins for briefing the Council on the status of police operations. He commended the success of the Geographic Policing Program in Roanoke's communities. He asked that Chief Gaskins apprise his department of the Council's appreciation for the work they do on a daily basis to protect the citizens of Roanoke.

At 1:55 p.m., the Council meeting was declared in recess to be reconvened at 2:00 p.m., in the City Council Chamber.

At 2:00 p.m., on Monday, April 4, 2005, the Council meeting reconvened in the City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor C. Nelson Harris presiding.

PRESENT: Council Members Sherman P. Lea, Brenda L. McDaniel, Brian J. Wishneff, M. Rupert Cutler, Alfred T. Dowe, Jr., Beverly T. Fitzpatrick, Jr., and Mayor C. Nelson Harris -----7.

ABSENT: None-----0.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

The invocation was delivered by Vice-Mayor Beverly T. Fitzpatrick, Jr.

The Pledge of Allegiance to the Flag of the United States of America was led by Mayor Harris.

PRESENTATIONS AND ACKNOWLEDGEMENTS:

ACTS OF ACKNOWLEDGEMENT-LEGISLATION: Council Member Cutler offered the following resolution expressing appreciation to Senator John S. Edwards, Delegate Onzlee Ware and Delegate William H. Fralin, Jr., for their leadership and support during the 2005 Session of the Virginia General Assembly:

(#37001-040405) A RESOLUTION expressing appreciation to The Honorable John S. Edwards, Member, Senate of Virginia, the Honorable Onzlee Ware and the Honorable William H. Fralin, Jr., Members, House of Delegates, for their leadership and support during the 2005 session of the General Assembly.

(For full text of Resolution, see Resolution Book No. 69, Page 327.)

Council Member Cutler moved the adoption of Resolution No. 37001-040405. The motion was seconded by Vice-Mayor Fitzpatrick and adopted by the following vote:

AYES: Council Members, Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick and Mayor Harris-----7.

NAYS: None-----0.

Delegate Fralin advised that it has been a pleasure to represent the City of Roanoke in the General Assembly and expressed appreciation for Council's acknowledgement of his service.

Senator Edwards advised that the 2005 Session marked his tenth General Assembly Session and it has been a rewarding experience to represent the City of Roanoke. He stated that \$3.13 million was allocated to cultural agencies by the General Assembly this year, with the promise of more funds to come. He also expressed appreciation to the Council for acknowledgement of his service.

The Mayor advised that due to another commitment, Delegate Onzlee Ware could not attend the Council meeting and the resolution would be forwarded to him by the Clerk.

ACTS OF ACKNOWLEDGEMENT-DECEASED PERSONS: Council Member Cutler offered the following resolution memorializing the late Emma Ruth Brooks, mother of Assistant City Manager Rolanda Russell:

(#37002-040405) A RESOLUTION memorializing the late Emma Ruth Brooks, mother of Assistant City Manager Rolanda Russell.

(For full text of Resolution, see Resolution Book No. 69, Page 328.)

Council Member Cutler moved the adoption of Resolution No. 37002-040405. The motion was seconded by Vice-Mayor Fitzpatrick and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick and Mayor Harris-----7.

NAYS: None-----0.

The Mayor presented a ceremonial copy of the above referenced measure to Ms. Russell and called for a moment of silence in memory of Ms. Brooks.

ACTS OF ACKNOWLEDGEMENT-DECEASED PERSONS: Vice-Mayor Fitzpatrick offered the following resolution memorializing the late Roy Nelson Stroop, former President of the Wildwood Civic League:

(#37004-040405) A RESOLUTION memorializing the late Roy Nelson Stroop.

(For full text of Resolution, see Resolution Book No. 69, Page 330.)

Vice-Mayor Fitzpatrick moved the adoption of Resolution No. 37004-040405. The motion was seconded by Council Member Dowe and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick and Mayor Harris-----7.

NAYS: None-----0.

The Mayor presented a ceremonial copy of the above referenced measure to Mrs. Stroop and called for a moment of silence in memory of Mr. Stroop.

ACTS OF ACKNOWLEDGMENT-SCHOOLS: The Vice-Mayor offered the following resolution congratulating the Roanoke Catholic High School boy's basketball team for winning the Fifth Virginia Independent Schools Division II State title game:

(#37005-040405) A RESOLUTION congratulating the Roanoke Catholic Celtics Basketball team for its winning the Virginia Independent State, Division II, Basketball Tournament.

(For full text of Resolution, see Resolution Book No. 69, Page 331.)

Vice-Mayor Fitzpatrick moved the adoption of Resolution No. 37005-040405. The motion was seconded by Council Member Dowe and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick and Mayor Harris-----7.

NAYS: None-----0.

The Mayor welcomed members of the basketball team and presented a ceremonial copy of the above referenced measure to Coach Joe Gaither, with the congratulations of the City of Roanoke.

ACTS OF ACKNOWLEDGEMENT-DECEASED PERSONS: On behalf of her son, James N. Kincanon, Jr., who is currently serving in the United States Army stationed in Afghanistan, Mrs. James N. Kincanon, Sr., wife of former Roanoke City Attorney, James N. Kincanon, Sr., presented a United States Flag that was flown at Camp Cherry-Beasley Bagram Airbase in Afghanistan on January 31, 2005, in memory of Mr. Kincanon, husband, father and City Attorney.

On behalf of the City of Roanoke, the Mayor expressed appreciation to the Kincanon family.

PROCLAMATIONS-HOUSING/AUTHORITY: The Mayor presented a proclamation to Nancy F. Canova, Chair, Fair Housing Board, declaring the month of April 2005 as Fair Housing Month.

PROCLAMATIONS-COMMUNICATIONS DEPARTMENT: The Mayor presented a proclamation to Roy Mentkow, Acting Director of the Department of Technology, declaring the week of April 10 - 16, 2005 as National Public Safety Telecommunicator's Week.

PROCLAMATIONS-POLICE DEPARTMENT: The Mayor presented a proclamation to Laird R. Manlove, Chair, Roanoke Valley Crime Line, declaring the month of April 2005 as Roanoke Valley Crime Line Month.

CONSENT AGENDA

The Mayor advised that all matters listed under the Consent Agenda were considered to be routine by the Members of Council and would be enacted by one motion in the form, or forms, listed on the Consent Agenda, and if discussion was desired, the item would be removed from the Consent Agenda and considered separately.

MINUTES: Minutes of the regular meetings of Council held on Monday, February 7, 2005, recessed until Friday, February 18, 2005; and the regular meeting held on Tuesday, February 22, 2005, were before the body.

(For full text, see Minutes on file in the City Clerk's Office.)

Council Member Cutler moved that the reading of the minutes be dispensed with and that the minutes be approved as recorded. The motion was seconded by Council Member McDaniel and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

TAXES: A communication from the City Manager requesting that Council schedule a public hearing for Monday, April 18, 2005, at 7:00 p.m., or as soon thereafter as the matter may be heard, on a request of the Scott Robertson Memorial Fund, a non-profit organization, for tax exemption of certain real property in the City of Roanoke, located at the easternmost 250 feet of Densmore Road, N. W., was before the body.

Council Member Cutler moved that Council concur in the request of the City Manager. The motion was seconded by Council Member McDaniel and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

OATHS OF OFFICE-PARKS AND RECREATION-COMMITTEES-PERSONNEL DEPARTMENT-INDUSTRIES: The following report of qualification was before Council:

Robert C. Jones and Sharon L. Stinnette as members of the Parks and Recreation Advisory Board, for terms ending March 31, 2008;

Stuart H. Revercomb as a Director of the Industrial Development Authority, to fill the unexpired term of William L. Bova, resigned, ending October 20, 2005; and

Stephen S. Willis as a member of the Personnel and Employment Practices Commission, for a term ending June 30, 2007.

Council Member Cutler moved that the report of qualification be received and filed. The motion was seconded by Council Member McDaniel and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

REGULAR AGENDA

PUBLIC HEARINGS: NONE.

PETITIONS AND COMMUNICATIONS:

AIRPORT-BUDGET: Jacqueline L. Shuck, Executive Director, Roanoke Regional Airport Commission, advised that in accordance with requirements of the Roanoke Regional Airport Commission Contract dated January 28, 1987, as amended, the Roanoke Regional Airport Commission submits its fiscal year 2005-2006 Operating Budget for approval. She stated that the budget was adopted by the Airport Commission at a meeting on March 16, 2005, and includes a separate listing of Capital Expenditures which are expected to exceed \$100,000.00 in cost and are intended to benefit five or more future periods.

It was further advised that no deficit is anticipated in either the Operating Budget or for the listed Capital Expenditures; therefore, no additional appropriations are requested or anticipated from the City of Roanoke or the County of Roanoke; and formal approval of the Operating Budget and the Capital Expenditure List by resolution of each of the participating political subdivisions is requested.

Vice-Mayor Fitzpatrick offered the following resolution:

(#37003-040405) A RESOLUTION approving the Roanoke Regional Airport Commission's 2005-2006 proposed operating and capital budget, upon certain terms and conditions.

(For full text of Resolution, see Resolution Book No. 69, Page 329.)

Vice-Mayor Fitzpatrick moved the adoption of Resolution No. 37003-040405. The motion was seconded by Council Member Dowe.

Council Member Cutler inquired as to the reason for the decline in airfield revenues of \$150,000.00; whereupon, Ms Shuck advised that Roanoke decreased the landing fee to commercial air carriers by approximately 17 cents per one thousand pounds.

There being no further questions or comments, Resolution No. 37003-040405 was adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

REPORTS OF OFFICERS:

CITY MANAGER:

BRIEFINGS:

CITY EMPLOYEES-AFFIRMATIVE ACTION: The City Manager submitted a communication advising that realities of the 21st century require organizations to take full advantage of all resources in order to be successful; embracing improved technology, partnering with other organizations and investing in new infrastructure are but a few of the areas that successful organizations are concentrating on; related to the "people" side of the equation, successful organizations are embracing workplace diversity as an improvement area where a competitive advantage can be achieved; and in Roanoke, diversity efforts are focused in two areas: increasing the diversity of the workforce and developing the skills needed to work in a diverse environment.

It was further advised that efforts at increasing workforce diversity are based on a broad and focused recruitment program; the City continues to develop relationships and partnerships between City staff, EEO/civil rights organizations, colleges/universities, sororities, fraternities and other groups interested in diversity, and progress has been made in this area; during 2004, minorities were hired in two key positions, the Director of Management and Budget and the Manager of Purchasing; and the City was also successful in recruiting and employing a person of color as Civil Engineer I.

It was explained that in the area of developing "diversity capacity", the firm of J. O. Rogers & Associates (JOR) was hired to conduct an assessment of the City's current diversity efforts, with the intent of recommending "next steps" for consideration; while the study is not yet complete, certain initial observations were made by the consultant: the City of Roanoke has already shown commitment to diversity, with visible signs of diversity existing at senior levels within the organization and ongoing training exists for all employees that introduces the core diversity concepts and opens the door for conversations about diversity; JOR has also observed that while diversity training and employing a more diverse workforce are important, City staff needs to increase its focus on modeling appropriate diversity behavior; by improving the ability of employees to recognize and model diversity sensitive behavior in every situation, whether it is with a citizen or a fellow employee, the result will be improved service; and the City looks forward to the completion of JOR's report and subsequent recommendations.

It was noted that the Employee Development Program (EDP), which was implemented in 2001, continues to offer the most promise to help existing employees improve their skills and to advance within the organization; the program incorporates skill assessment, education planning and career counseling; supporting events have included informational presentations made by Averett University and Ferrum College to increase awareness of accelerated adult degree programs for nontraditional students; individualized support continues to be offered to EDP participants and candidates; during 2004, the EDP increased participation from 93 to 109; of the 109 participants, 55 per cent were female and 41 per cent were people of color, compared to 58 per cent and 42 per cent, respectively, last year; and currently, 18 participants are enrolled in formal education programs, two participants have received undergraduate degrees, and 11 participants have obtained new positions within the organization.

The City Manager advised that the next step is:

- In order to improve the City's ability to recruit more women and people of color, particularly in public safety positions, the City must continue to refine its efforts through innovative recruitment as well as tapping different venues.

In conclusion, the City Manager stated that the City's diversity strategy is sound and headed in the right direction toward increasing diversity capacity; the City's efforts in hiring more people of color has not been as successful as hoped, yet this is a long term commitment that requires constant attention; and the City will continue to provide the necessary attention to make Roanoke a truly high quality diverse employer.

Mr. Daniel Hale, 4425 Oleva Street, N. W., advised that Council and the City Manager are to be commended for engaging the firm of J. O. Rogers and Associates to assess the City's current Affirmative Action efforts, which demonstrates good leadership on the part of the City and a willingness to continue innovative affirmative action and the hiring of a diverse workforce. He called attention to the City's efforts to recruit qualified minorities and commended the City's Human Resources Department which initiated a change in the recruitment process; and the local branch of the NAACP is proud to work in partnership with the City on the Fifth Annual Recruitment Day, which will be held on Thursday, May 12, 2005, from 4:00 p.m. to 7:00 p.m. He called attention to continuing concerns regarding the number of minorities in public safety departments; i.e.: Police, Fire and Sheriff's Department and he has the assurance of the Chief of Police that his department is working on a way to increase the number of minorities in the Police Department, he plans to meet with the Fire Chief later in the year, and he commended recruitment efforts by the Sheriff. He stated that he was encouraged by the hiring of minorities in the positions of Director of Management and Budget and the Manager of Purchasing which represents

significant appointments of minorities to key upper level management positions. He expressed appreciation to Council and to the City Manager for their leadership.

ITEMS RECOMMENDED FOR ACTION:

BUDGET-GRANTS-YOUTH-JUVENILE CORRECTIONAL FACILITIES: The City Manager submitted a communication advising that the Department of Criminal Justice Services notified the City of Roanoke and Roanoke County of an allocation of funds under the Juvenile Accountability Block Grant Program (JABG); an allocation of \$40,581.00 in Federal funds was awarded jointly to the two jurisdictions; and a joint local match of \$4,509.00 is required, for a total program budget of \$45,090.00.

It was further advised that the allocation formula provides \$28,339.00 Federal, a \$3,149.00 match for Roanoke, and a \$12,242.00 Federal and \$1,360.00 match for Roanoke County; staff from the jurisdictions have developed program proposals for use of funds; Roanoke County will provide a substance abuse intervention education program through the schools; the City of Roanoke, in collaboration with the Boys and Girls Club and Total Action Against Poverty (TAP), will provide services to students suspended or otherwise absent from school during the day; and TAP-Project Recovery will help adjudicated youth avoid the negative risks and unproductive lifestyles that often correlate with dropping out of school.

It was explained that funding for the City's match of \$3,149.00 is included in Account No. 001-630-1270-2010, Human Services Support; and the City of Roanoke will serve as fiscal agent for the funds.

The City Manager recommended that Council take the following actions:

Authorize the City Manager to accept the \$40,581.00 JABG grant allocated to Roanoke for \$28,339.00 and Roanoke County for \$12,242.00 and to execute the agreement from the Department of Criminal Justice Services for such funds; and

Appropriate \$45,090.00 and increase the corresponding revenue estimates of \$40,581.00 in Federal funds and \$1,360.00 in County match funds in accounts to be established by the Director of Finance in the Grant Fund and transfer \$3,149.00 from Human Services Support, Account No. 001-630-1270-2010, to the Grant Fund account.

Council Member Dowe offered the following budget ordinance:

(#37006-040405) AN ORDINANCE to appropriate funding from the Juvenile Accountability Block Grant Program and local match for juvenile education programs, amending and reordaining certain sections of the 2004-2005 General and Grant Funds Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 69, Page 332.)

Council Member Dowe moved the adoption of Ordinance No. 37006-040405. The motion was seconded by Vice-Mayor Fitzpatrick and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

Vice-Mayor Fitzpatrick offered the following resolution:

(#37007-040405) A RESOLUTION authorizing acceptance of a Juvenile Accountability Block Grant from the Virginia Department of Criminal Justice Services on behalf of the City, authorizing execution of any and all necessary documents to comply with the terms and conditions of the grant and applicable laws, regulations, and requirements pertaining thereto.

(For full text of Ordinance, see Ordinance Book No. 69, Page 333.)

Vice-Mayor Fitzpatrick moved the adoption of Resolution No. 37007-040405. The motion was seconded by Council Member Dowe and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

BUDGET-CITY PROPERTY-FLOOD REDUCTION/CONTROL: The City Manager submitted a communication advising that a local emergency was declared in the City of Roanoke on September 28, 2004, as a result of flooding; an evaluation of damages to City property was completed by Risk Management and other operating departments; an assessment of damages was also completed as required for the purposes of flood insurance recoveries; insurance proceeds have been received both in the form of advances and settlements; the final insurance settlement is pending completion and subsequent insurance proceeds will need to be appropriated at a later date.

It was further advised that funding in the amount of \$192,071.00 has been received and needs to be appropriated to cover incurred expenses.

The City Manager recommended that Council establish a revenue estimate of \$67,271.00 in the Capital Projects Fund; and appropriate \$67,271.00 to the following expenditure account:

<u>Department</u>	<u>Account</u>	<u>Dollar Amount</u>
Facilities Management (BCAP)	008-440-9854-9003	\$ 67,271.00

Establish a revenue estimate of \$82,800.00 in the General Fund and \$42,000.00 in the Civic Facilities Fund; and appropriate \$124,800.00 to the following expenditure accounts:

<u>Department</u>	<u>Account</u>	<u>Dollar Amount</u>
Facilities Management	001-440-4330-2300	\$ 44,000.00
Parks	001-620-4340-2300	\$ 30,000.00
Transportation - Street Maint.	001-530-4110-2300	\$ 8,800.00
Civic Facilities	005-550-7410-2300	\$ 42,000.00

Council Member Dowe offered the following budget ordinance:

(#37008-040405) AN ORDINANCE to appropriate flood insurance proceeds to various departments, amending and reordaining certain sections of the 2004-2005 General, Civic Facilities and Capital Projects Funds Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 69, Page 333.)

Council Member Dowe moved the adoption of Ordinance No. 37008-040405. The motion was seconded by Vice-Mayor Fitzpatrick and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

STATE HIGHWAYS-STREETS AND ALLEYS: The City Manager submitted a communication advising that Section 33.1 - 41.1, Code of Virginia (1950), as amended, establishes eligibility criteria of localities for receiving funds from the Virginia Department of Transportation (VDOT) for street maintenance; the Code section specifies two functional classifications of roadways (Principal/Minor Arterials and Collector/Locals) and establishes a base payment rate per lane mile for each classification of roadway; and rates are adjusted annually by VDOT based upon a statewide maintenance index of unit costs for labor, equipment and materials used by VDOT on roads and bridges.

It was further advised that the City submits a list of streets, either added to or deleted from the City system, to VDOT once a year; upon approval of the list, VDOT adjusts the annual reimbursement received by the City for street maintenance activities; and eligible expenditures include costs for maintenance of streets, sidewalks, curb and gutter, traffic signals, bridges, signs and pavement markings.

It was explained that to streamline this recurring process, a single resolution may be used to authorize the City Manager to make submissions as required for all future years; the resolution would be attached to the appropriate forms at the time of each submission; and a Council update will be provided at each submission to VDOT.

The City Manager recommended that Council adopt a resolution authorizing the City Manager to submit required forms to VDOT through which streets are added to or deleted from the City's street system used to determine State Maintenance Payment eligibility.

Council Member Cutler offered the following resolution:

(#37009-040405) A RESOLUTION authorizing the City Manager to submit on an annual basis a street inventory for State maintenance payment eligibility to the Virginia Department of Transportation (VDOT), upon forms prescribed by VDOT, for approval by the Commonwealth Transportation Board, in order to ensure the city's eligibility for State maintenance funds.

(For full text of Resolution, see Resolution Book No. 69, Page 334.)

Council Member Cutler moved the adoption of Resolution 37009-040405. The motion was seconded by Council Member McDaniel and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

SEWERS AND STORM DRAINS: The City Manager submitted a communication advising that the Southern Hills Neighborhood Plan identifies storm drain and street improvements needed along Southern Hills Drive; and design of the project is now sufficiently complete to identify property rights that will be needed for construction of the project.

The City Manager recommended that she be authorized to acquire the necessary property rights, following a satisfactory environmental site inspection by negotiation or eminent domain, which may include fee simple, permanent easements, temporary construction easements, rights-of-way, licenses or permits, etc.

Vice-Mayor Fitzpatrick offered the following ordinance:

(#37010-040405) AN ORDINANCE providing for the acquisition of property rights needed by the City for certain street and drainage improvements in connection with the Southern Hills Drive-Street and Drainage Improvements Project; authorizing the City Manager to fix a certain limit on the consideration to be offered by the City; providing for the City's acquisition of such property rights by condemnation, under certain circumstances; authorizing the city to make motion for the award of a right of entry on any of the parcels for the purpose of commencing the project; and dispensing with the second reading of this ordinance by title.

(For full text of Ordinance, see Ordinance Book No. 69, Page 335.)

Vice-Mayor Fitzpatrick moved the adoption of Ordinance No. 37010-040405. The motion was seconded by Council Member McDaniel and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

LEASES-ECONOMIC DEVELOPMENT: The City Manager submitted a communication advising that the City of Roanoke currently leases 3,444.50 rentable square feet of space at 111 Franklin Road, Suite 200, for the Economic Development Department; the original lease was for a five year period beginning May 25, 2000 through May 31, 2005, at a rental rate of \$16.75 per square foot, with a three per cent annual increase; and Resolution No. 34717-032000 approved the lease dated March 20, 2000.

It was further advised that an extension of the current lease agreement for an additional five-year period has been requested, beginning June 1, 2005 through May 31, 2010; extension of the lease will be substantially similar to the original agreement; the proposed agreement establishes a rate of \$16.00 per rentable square foot of space, with an increase of 1.55 per cent each year thereafter; and annual rental, which will be paid in monthly installments, is as follows:

June 1, 2005 - May 31, 2006	\$55,112.00	\$4,592.66 per month
June 1, 2006 - May 31, 2007	\$55,973.12	\$4,664.42 per month
June 1, 2007 - May 31, 2008	\$56,834.25	\$4,736.18 per month
June 1, 2008 - May 31, 2009	\$57,695.37	\$4,807.94 per month
June 1, 2009 - May 31, 2010	\$58,556.50	\$4,879.70 per month

The City Manager recommended that she be authorized to execute the first amendment to the lease agreement with Crown Roanoke, LLC, a Virginia Limited Liability Company, for 111 Franklin Road, Suite 200, for a period of five years, beginning June 1, 2005 and expiring May 31, 2010, subject to approval of all documents as to form by the City Attorney.

Council Member Dowe offered the following ordinance:

"AN ORDINANCE authorizing the proper City officials to extend the lease agreement between the City and Crown Roanoke, LLC, for lease of office space within the Franklin Plaza Building, located at 111 Franklin Road, for the Department of Economic Development, for a period of five years, upon certain terms and conditions; and dispensing with the second reading by title of this ordinance."

Council Member Dowe moved adoption of the ordinance. The motion was seconded by Vice-Mayor Fitzpatrick.

Council Member Wishneff advised that the Economic Development Department should be housed at a location in proximity to the Municipal Building. He stated that the new Director of Economic Development, who may or may not be familiar with the Roanoke area, will be at a disadvantage if his or her office is not located near other City offices; and the Director of Economic Development should be a part of the City Manager's Office due to the level of importance of the position and the need to coordinate activities with the Planning Department, Finance Department and the City Attorney's Office.

Vice-Mayor Fitzpatrick spoke to the benefits of locating all economic development organizations in the Roanoke Valley in one place, and the preferred location would be close in proximity to the Roanoke Valley Regional Partnership. He stated that economic development is not tied in with Planning Department activities as closely as in past years, therefore, he was comfortable with the present arrangement; however, the issue should be monitored over the next five years of the proposed lease and adjustments can be made if necessary.

Council Member Wishneff moved that the above referenced ordinance be amended to provide for a three year lease extension in lieu of five years. The motion was seconded by Council Member McDaniel.

Upon question, the City Manager advised that if the amendment to the ordinance passes, it will be necessary to renegotiate the lease with Crown Roanoke, LLC, inasmuch as rental rates were predicated on a five year lease; whereupon, she suggested that Council table the ordinance to allow time for renegotiation.

In clarification of the present location of the Office of Economic Development, the City Manager advised that approximately five years ago, a decision was made to move the Department of Economic Development out of the Municipal Building because the physical condition of office space did not present a positive image; the current site was selected because of its immediate proximity to the Roanoke Regional Economic Development Partnership and has served the City well over the past five years. She stated that she has encouraged her counterparts in other jurisdictions to also locate a portion, if not all, of their economic development offices in the same building due to the benefits of working together.

She added that if Roanoke were a City or a downtown that was scattered for some distance, she would be more concerned about the location, but given the walkability of the downtown area, and the fact that the distance is relatively short between the Municipal Building and the Franklin Road location and with the use of e-mail and telephone communication there is a great deal of interaction between Economic Development staff and other City staff. She stated that at the time of relocation of the Economic Development Department five years ago, if there had been space immediately adjacent to the Municipal Building, the office would have been located at that site; however, it is more critical that the City present a positive image of economic development than where the office is physically located; City staff continues to be concerned about identifying space within the Municipal Building complex as soon as possible for administrative activities such as the Roanoke Redevelopment and Housing Authority which is currently located even farther away from the downtown area; and there is a higher value for those kinds of activities to locate in the Municipal Building before the Economic Development Department would be brought in.

Following further discussion, the amendment to the ordinance to provide for a three year lease in lieu of a five year lease was adopted, Council Members McDaniel, Dowe and Vice-Mayor Fitzpatrick voted no.

Vice-Mayor Fitzpatrick moved that the ordinance be tabled pending renegotiation of a three year lease by the City Manager. The motion was seconded by Council Member Dowe and unanimously adopted.

BUDGET-FIRE DEPARTMENT: The City Manager submitted a communication advising that during Council presentations on January 3, 2005 and February 7, 2005, the Fire-EMS administration requested minimum additional resources of \$489,740.00 for the proposed Fire Station/Fire Administration Building to be located at 704 Franklin Road, S. W.; prior to the request, approximately \$865,000.00 of cuts were made to the design in an effort to bring the project within budget; additional funding is necessary due to unanticipated site issues, site impacts to the proposed building design and for Council requested upgrades to the design; and additional funds will bring available funds in line with the consultants' estimated base bid costs.

The City Manager recommended that Council proceed with the Fire Station/Fire Administration Building project as currently designed; and the City will be able to meet the increased funding requirements of \$489,740.00 by borrowing from the Roanoke River Flood Reduction Project account and repaying from excess EMS Fee Revenues over three years. She further recommended transfer of \$489,740.00 to Account No. 008-530-9678-9003, Fire/EMS Facility Improvement Program, said funds to be reimbursed to the Roanoke River Flood Reduction account.

Vice-Mayor Fitzpatrick offered the following budget ordinance:

(#37011-040405) AN ORDINANCE to appropriate funding for the Fire/EMS Facility Improvement Program, amending and reordaining certain sections of the 2004-2005 Capital Projects Fund Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 69, Page 337.)

Vice-Mayor Fitzpatrick moved the adoption of Ordinance No. 37011-040405. The motion was seconded by Council Member Dowe and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

EASEMENTS-CITY PROPERTY-HIGHER EDUCATION CENTER: The City Manager submitted a communication advising that the Roanoke Higher Education Authority has requested a temporary construction easement on City-owned property identified as Official Tax No. 2013001 to support construction of the Culinary Institute, said easement to expire no later than June 30, 2006; and the Roanoke Higher Education Authority shall require its contractors to indemnify and hold harmless the City from any liability in connection with the easement, and provide proof of insurance acceptable to the City's Risk Manager.

The City Manager recommended that she be authorized to execute appropriate documents granting the easement as above described to the Roanoke Higher Education Authority, to be approved as to form by the City Attorney; and since the easement is granted to a governmental agency, a public hearing is not required.

Council Member Dowe offered the following ordinance:

(#37012-040405) AN ORDINANCE authorizing the execution of a deed of easement granting to the Roanoke Higher Education Authority a temporary construction easement across City property to be used as a construction staging and storage area and for the placement of an office trailer; upon certain terms and conditions; and dispensing with the second reading of this ordinance by title.

(For full text of Ordinance, see Ordinance Book No. 69, Page 338.)

Council Member Dowe moved the adoption of Ordinance No. 37012-040405. The motion was seconded by Council Member Cutler and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff abstained from voting and read the following statement for the record.)

"STATEMENT OF CONFLICT OF INTEREST"

I, Brian J. Wishneff, state that I have a personal interest in the Roanoke Higher Education Center's Culinary Arts School Project. Therefore, pursuant to Virginia Code Section 2.2-3112(A)(2), I must refrain from participation in this matter. I ask that the City Clerk accept this statement and ask that it be made a part of the minutes of this meeting, and be retained for five years, as required by Section 2.2-3115, Code of Virginia.

Witness the following signature made this 4th day of April 2005.

(Seal)

S/Brian J. Wishneff"

SCHOOLS: The Mayor advised that on June 30, 2005, the three year terms of office of William H. Lindsey and Robert J. Sparrow as Trustees of the Roanoke City School Board will expire; and on Monday, March 21, 2005, Council unanimously voted to interview William H. Lindsey and David B. Carson for the position. He stated that Council will hold a public hearing on Monday, April 18, 2005, at 7:00 p.m., or as soon thereafter as the matter may be heard in the City Council Chamber, to receive the views of citizens.

The Mayor called upon Mr. Lindsey for remarks.

Mr. Lindsey expressed appreciation for the three years that he has served as a Trustee of the Roanoke City School Board, which has been a learning experience. He stated that the School Board has achieved many things, but still has a lot of work to do; and he applied for reappointment because he would like to be a part of the School Board's work for the next three years as the Board works with a new Superintendent of Schools and the challenges that lie ahead.

Council Member Wishneff expressed appreciation to Mr. Lindsey for his previous service and asked the following question:

What are your ideas with regard to returning Patrick Henry High School to the Blue Ridge District which would help to return a degree of rivalry between William Fleming and Patrick Henry High Schools?

Mr. Lindsey responded that he attended a recent presentation by the Virginia High School League, which is the governing body that determines school districts, and although it would be nice to have intra valley rivalry among the two high schools, certain Roanoke County schools and the City of Salem, the size of the school determines the district in which they are placed; and the Virginia High School League takes the position that it does the best it can insofar as organizing schools according to size and travel distance to games. In order to achieve the level of sports competition referred to by Mr. Wishneff, he stated that it would be necessary to change the size of Roanoke's high schools.

Mr. Wishneff inquired if consideration has been given to changing the size of Roanoke's high schools.

Mr. Lindsey replied that Patrick Henry High School has approximately 1700 students and William Fleming has approximately 1300 students; in the course of reaching a decision to build a new Patrick Henry High School and a new William Fleming High School, the School Board considered smaller high schools, as well as more high schools of a smaller size; and the decision was not made solely on the basis of athletics, but upon tradition and academic considerations. He added that the issue continues to be considered, and numerous athletic issues need to be addressed, some of which have been mandated by the State.

Council Member Cutler expressed appreciation to Mr. Lindsey for his prior service on the School Board and asked the following question:

What would you do differently if elected to a second term on the School Board?

Mr. Lindsey responded that he would like to see the completion of Patrick Henry High School and the beginning of the building process for William Fleming which will enable William Fleming High School to serve as a model school, both in physical plant and energy usage. He stated that he would like to be involved with continuing to build relationships with civic and business organizations; the School Board is beginning to reach out and to rely on the business community more than it has in the past for help with fund raising, an adjunct faculty, and opportunities for students to intern and get a job; and relationships have been established with the Boys and Girls Club and Total Action Against Poverty and he would like to be a part of those continuing and valuable relationships.

In response to the question of what he would do differently if reappointed to another term on the School Board, he advised that he would like to spend more time visiting Roanoke's schools during the school day to converse with principals, students, and teachers.

Council Member Lea expressed appreciation to Mr. Lindsey for his prior service and asked the following question:

How would you work with other School Board members to ensure that the 13 schools that have not met the Standards of Learning will do so by 2007?

Mr. Lindsey advised that the School Board is depending on the new Superintendent to provide leadership to principals and teachers to help the remaining schools become accredited. He stated that the School Board works together as a team with more strength than at times in the past; a number of efforts have been made by the School administration which is currently in a period of transition; efforts will be focused on those schools that need to be accredited; there is a need to focus on and place greater resources in preschool initiatives so that by the time a child reaches the third grade, he or she can read, do math and pass third grade Standards of Learning, and, in all likelihood, if the child can pass the third grade SOL, he or she can pass fifth grade Standards Of Learning. He further stated that the number of preschool students was doubled this year by using Virginia Heights Baptist Church as a location for classes; and the City participates in a program in conjunction with TAP to bring school dropouts back into the school system, which is a segment of the student population that skews the numbers insofar as achievement, graduation rates and SOL achievements are concerned. In summary, he advised that by working with all components of the school population it will be possible to get the remaining schools accredited.

Vice-Mayor Fitzpatrick expressed appreciation to Mr. Lindsey for his service and asked the following questions:

Many times it appears that the school system is teaching to the Standards of Learning, rather than teaching the children. He quoted the following sentence from Mr. Lindsey's application: "We have to incorporate standardized measurements of achievement, but we must reach beyond those benchmarks to provide real educational enrichment challenges to our students and for our teachers." Please elaborate on how you would achieve your goal?

Mr. Lindsey advised that along with more funds, the teaching element is critical. Due to lack of funds, he stated that the School Board has not been in a position to offer a variety of enrichment opportunities for teachers beyond in-service training, such as attending conferences, specialized teaching opportunities, and sabbaticals, etc. He advised that Roanoke City Schools has historically been a good place for capable students who want an academic challenge, but it is necessary to work harder to address the needs of the other element of students; and the School system currently offers numerous services to students, i.e.: the provision of transportation to and from school, provision of breakfast and lunch, and various after school programs. He called attention to many opportunities that he would like for the school system to take advantage of, but whenever classroom performance is discussed, it comes down to the quality of teachers because only with top quality teachers will the classroom be successful; and it is anticipated that the new Superintendent will bring initiatives and leadership in programs that will be designed to help teachers teach and perform their responsibilities.

Council Member Dowe expressed appreciation to Mr. Lindsey for his service on the School Board and asked the following question:

What are your thoughts with regard to school uniforms and will school uniforms add to the learning environment?

Mr. Lindsey advised that the following question must be answered: What do we want the classroom to look like? He called attention to the need to be cautious insofar as what the school system is striving to accomplish with school uniforms; school uniforms have been successful at Noel C. Taylor Academy, however, one of the motivations for students to comply is the observance of casual Friday each week. If the goal is to have a disciplined and orderly classroom environment, he stated that it will be necessary to focus on what students wear; if the goal is to provide an equalized environment for students, the Assistant City Attorney has provided information from other school districts; there are certain school environments where it might be helpful to enforce a uniform code on a trial basis; and it may be possible to focus on one school where parents, teachers and the Parent Teacher Association are willing to buy in on an experimental basis.

Council Member Cutler asked the following additional question:

It is my impression that the approach of Roanoke City Schools to career and technical education and advanced science education is unnecessarily fragmented, with each high school offering a kind of career and technical track that seems to greatly separate those students from the rest of the student body that is on more of an academic track. Do you see a way to give higher status to career and technical education faculty and students?

Mr. Lindsey responded that currently a student can complete the vocational technical education program and graduate from high school with a certified diploma and the ability to go on to college if they choose to do so, so as not to discriminate against the student with a specialized diploma. By the same token, he stated that students are required to complete a certain core curriculum in order to pass the Standards of Learning, or to receive a certified diploma based upon objective standards. In this day and time, he explained that employers want young people who are ready to go to work, a number of young people upon graduation make the decision to go directly into the work place after having taken common classes and participating in the VoTech program by working part of the day, just as Governor's School students attend the Governor's School for a part of the day. He added that when the new high schools are constructed, perceptions will most likely change.

Mayor Harris called attention to previous discussions with the Superintendent of Schools and the Chair of the School Board with regard to merging certain City/School administrative functions for greater efficiencies, and following the arrival of the new Superintendent of Schools, it is anticipated that a report will be presented to the Council and the School Board within 12 - 18 months.

In closing, Mr. Lindsey expressed appreciation to the City Manager for her support of Roanoke's School system.

The Mayor called upon David B. Carson, the second and last applicant to be interviewed, for remarks.

Mr. Carson advised that after hearing the questions asked of Mr. Lindsey and his responses, he is aware of how much he needs to learn if appointed to the School Board. He stated that he has no particular expertise in education; by way of background, he attended public schools in the State of California where his parents felt strongly that it was important to not only become educated, but to attend neighborhood schools, and he has three children currently enrolled in the Roanoke City Public School system. He further stated that he is a firm believer that public service is an obligation and service on the School Board would enable him to give something back to the community in which he has chosen to live and raise his family. If appointed to the School Board, he advised that he would come with no established agenda, but with a keen interest in not only the educational component, but the athletic component, as well as other extra curricular activities. He added that his philosophy of education is: "Education is the art of either learning how to learn, or learning how to think," and the education system should teach students how to gather and analyze information in order to reach a solution or direction.

Council Member Cutler expressed appreciation to Mr. Carson for offering his service to the City and asked the following question:

How would you define or describe the relationship between the School Board and the Superintendent of Schools, and the relationship between the School Board and City Council?

Mr. Carson advised that from his research, there appears to be an excellent relationship between the Council and the School Board; there is a certain amount of financing that any city or township, etc., is required to contribute toward a local school system, for many years, the City of Roanoke has exceeded that amount, and the Council should be commended for its action which is an investment in Roanoke's future. He stated that although the School Board is appointed by the Council, the Board is independent of the Council and should remain so, but the lines of communication between the Council and the School Board should be open and respectful of each other. With regard to the relationship between the School Board and the Superintendent of Schools, he added that a School Board member should provide support and guidance in every way and should be held accountable for the job they were appointed to do, and if a School Board member and/or the Superintendent of Schools does not do their respective jobs they should be replaced.

Council Member Dowe expressed appreciation to Mr. Carson for offering his service to the City and asked the following question:

What expertise would you bring to the position of School Trustee?

Mr. Carson advised that he is an attorney by profession; his law firm has defended School Boards in the past, as well as the Roanoke City School Board, and he has been advised that it would not be a Conflict of Interest for him to serve on Roanoke's School Board. In addition to his legal background, he stated that he would bring a passion for learning and a desire to pass on to Roanoke's children the kind of learning experiences that he enjoyed as a student in a public school system in another state.

Vice-Mayor Fitzpatrick expressed appreciation to Mr. Carson for offering his service to the City and asked the following question:

What are your thoughts with regard to motivating young people?

Mr. Carson advised that everyone has a passion for something, whether it be athletics, or art, or entertainment, etc., which requires a certain amount of guidance, either in or out of the classroom, and the necessary resources for the student to build on their individual passion(s), and he would bring that level of understanding to the School Board.

Council Member Lea expressed appreciation to Mr. Carson for offering his service as a member of the School Board and asked the following question:

What are your thoughts or ideas with regard to improving middle school athletics in the Roanoke City Schools?

Mr. Carson advised that he was not familiar with middle school athletics in Roanoke, but having participated in athletic programs throughout his school career, he would be willing to ask questions and pursue ideas, and middle school athletics would provide another opportunity for students to develop their individual passion(s).

Ms. McDaniel expressed appreciation to Mr. Carson for offering his service to the School Board and asked the following question:

What can be done to generate more parental involvement in the Schools?

Mr. Carson advised that parents need to be educated on the importance of their involvement in their child's education and they must understand that parental involvement is more than just getting their child up in the morning and off to school, but involves attending school conferences, helping with homework assignments, etc.

Council Member Wishneff expressed appreciation to Mr. Carson for offering his service as a member of the School Board and asked the following question:

Would you be willing to consider the re-establishment of neighborhood schools?

Mr. Carson answered in the affirmative and spoke to the advantages of attending school with children from the same neighborhood, which is just as true today as it was when he attended school in another state.

On behalf of the Council, the Mayor expressed appreciation to Mr. Lindsey and Mr. Carson for their interest in the City of Roanoke and its school system.

CITY ATTORNEY:

HOUSING/AUTHORITY-VALLEY VIEW MALL: The City Attorney submitted a written report advising that the City of Roanoke will sponsor a Fair Housing Expo at Valley View Mall on April 16, 2005; the new owners of Valley View Mall, CBL & Associates Management, Inc., require that the City execute an agreement in which the City will indemnify and hold harmless CBL, and defend CBL, in the event of injury or damage during the City's use of the premises; and only Council can waive the City's sovereign immunity and agree to such provision.

Council Member Cutler offered the following resolution:

(#37013-040405) A RESOLUTION authorizing the waiver of the City's sovereign immunity in connection with the City's use of Valley View Mall for a Fair Housing Expo, and authorizing execution of an agreement with Valley View Mall, LLC, through its agent, CBL Associates Management, Inc., in connection with such use of Valley View Mall.

(For full text of Resolution, see Resolution Book No. 69, Page 339.)

Council Member Cutler moved the adoption of Resolution No. 37013-040405. The motion was seconded by Vice-Mayor Fitzpatrick and adopted by the following vote:

AYES: Council Members Lea, McDaniel, Wishneff, Cutler, Dowe, Fitzpatrick, and Mayor Harris-----7.

NAYS: None-----0.

DIRECTOR OF FINANCE:

AUDITS/FINANCIAL REPORTS: The Director of Finance submitted the Financial Report for the City of Roanoke for the month of February 2005.

(For full text, see financial report on file in the City Clerk's Office.)

There being no questions or comments, without objection by Council, the Mayor advised that the Financial Report for the month of February would be received and filed.

REPORTS OF COMMITTEES: NONE.

UNFINISHED BUSINESS: NONE.

INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:
NONE.

MOTIONS AND MISCELLANEOUS BUSINESS:

INQUIRIES AND/OR COMMENTS BY THE MAYOR AND MEMBERS OF COUNCIL:

ACTS OF ACKNOWLEDGEMENT-CITY COUNCIL: Council Member Dowe congratulated the Delta Sigma Theta Sorority on the successful Jabberwock production which was held on Saturday, April 2, 2005, at The Jefferson Center.

STATE HIGHWAYS-CITY COUNCIL: Council Member Cutler advised that the Virginia Department of Transportation has tentatively allocated \$85,000.00 toward restoration of the fire damaged Virginian Passenger Railway Station, which amount is in addition to \$250,000.00 in Federal funds that Congressman Bob Goodlatte was instrumental in acquiring for the project.

STATE HIGHWAYS-CITY COUNCIL-GREENWAY SYSTEM: Council Member Cutler advised that the greenway program has been awarded \$294,000.00 from TEA-21 funds from the Virginia Department of Transportation to continue funding for regional greenway trails.

CITY COUNCIL-REFUSE COLLECTION: Council Member McDaniel referred to trash and debris that is placed in front of private property for periods longer than 24 hours prior to collection and inquired as to what penalties, if any, are imposed by the City for violations.

The City Manager advised that rental property owners are given 24 hours in which to dispose of debris; if they fail to do so within the required period of time, the City collects the litter and bills the landlord for the service.

Ms. McDaniel inquired if the penalty should be increased as a deterrent to those landlords who take advantage of the service; whereupon, the City Manager advised that according to State Code, the City can only charge for the actual cost for the pickup, as opposed to what a private hauler would charge; therefore, some landlords take advantage of the City because the City's rates are less expensive. She advised that the Department of Solid Waste Management, working in conjunction with the Police Department, will issue summons for improper placement of garbage and the City will begin to cite those persons who do not return their totters to the side or rear of their home after the allotted time on the day of solid waste collection.

ARMORY/STADIUM-CITY COUNCIL: Upon question by Council Member Wishneff, the City Manager advised that copy of the report prepared by Sutton-Kennerly and Associates, Inc., Consulting Engineers, with regard to Victory Stadium is available for review by the public in the Mayor's Office, the main library and two branch libraries and copies may be purchased at cost.

Council Member Wishneff advised that after having read the complete report of the consultant, it is somewhat different from the way it was portrayed by the news media. He stated that the study was divided into two parts; i.e.: (1) brick masonry work in which it was noted that over the years the ties that hold the brick have deteriorated and need to be replaced, at an estimated \$1 million, and the consultant has determined that the existing structure could safely support any anticipated additional load applied for future renovation; and (2) concrete holding the seats need to be replaced, at an estimated cost of \$2.1 million; and the consultant found no subsurface settling, but stated that since some of the soils are not as compact as they should be, another \$300,000.00 - \$400,000.00 could be spent; therefore, for an estimated \$4.6 million, Roanoke would have a completely functional Stadium without structural issues. He noted that for whatever reason, that concept was misconstrued and misunderstood by some members of the news media and other persons in the community; and he could not find any statement in the consultant's report that "the building had lost its useful life" as was reported through the news media. He stated that his remarks were intended to clarify the facts and urged that citizens review the report of the consultant at the above referenced locations.

HEARING OF CITIZENS UPON PUBLIC MATTERS: The Mayor advised that Council sets this time as a priority for citizens to be heard and matters requiring referral to the City Manager will be referred immediately for response, recommendation or report to Council.

CITY MARKET-COMPLAINTS: The following persons addressed Council with regard to management of the City Market Building:

Easter P. Moses, Attorney, 120 Church Avenue, S. W., representing the owner of Gone CoCo Boutique, which is located in the City Market Building, advised that the Market Building is the center and the hub of downtown Roanoke; it is also a flagship building in the downtown area; the Market Building is comprised of 15 commercial tenants; and

for the past three to four years there have been disputes, discontent and dissention between tenants and the management leasing company, Advantis, a Norfolk based management company. He stated that several tenants were present to present their concerns, and suggested appointment of a Market Building Committee composed of several tenants, several City Council Members and several City representatives to study operation and management of the Market Building. He asked that the following primary issues be addressed:

- (1) Preparation of a cost benefit analysis regarding management of the building by the City of Roanoke, or management of the building by a real estate company. The Market building has 15 commercial tenants; the City of Roanoke managed the building during the transition between F & W Management Company and Advantis; if the building is managed by the City of Roanoke, the City would most likely see substantial positive revenue; if the building continues to be managed by a rental company, the City will continue to suffer an operating loss and a study will reveal basic elementary facts that undermine those suppositions.
- (2) If a committee determines that a leasing company, or real estate company would be appropriate to manage the building, is there a compelling reason for the building to continue to be managed by Advantis, which is based in Norfolk, rather than a local real estate company; and several local real estate companies have expressed an interest in management of the building.
- (3) After three years, Advantis has not developed a uniform lease for Market building tenants.

In summary, Mr. Moses advised that peace and closure is needed to the above referenced issues and the only way to do so is to determine if a rental company is needed, or can the City of Roanoke manage the building; and if it is determined that a rental company is needed, the question then becomes, do we need a local company, or do we need the expertise of a company outside the area.

Kelly Crovo, 1952 Grandin Road, S. W., a tenant in the City Market Building, advised that for the past five years, the number of businesses in downtown Roanoke has decreased, and no economic development plan with regard to revitalizing downtown Roanoke is available. He stated that Market Building tenants met with representatives of Advantis and others to review the terms of a uniform lease, an agreement was reached with Advantis, however, when the lease was sent to Market Building tenants, it contained different provisions than those which were agreed to at the meeting, which has led to a lack of trust, aggravation and animosity between building tenants and the management company. He advised that Advantis is slowly squeezing out Market Building tenants by stalling and by not honoring leases that were previously agreed to.

David Estrada, 328 Griffin Lane, Floyd, Virginia, a tenant in the City Market Building, advised that Chico's Pizza has operated out of the Market building for the past 15 years, and expressed concern with regard to the manner in which the Market Building is operated by Advantis. He referred to unanswered telephone calls to representatives of Advantis, and Market Building tenants have been threatened and subjected to obscene language and unprofessional behavior by representatives of Advantis. Therefore, he spoke in support of hiring a local management company who would be more willing to listen and respond to the concerns of Market Building tenants.

Georgia Crump, 1012 Stevens Road, Troutville, Virginia, a tenant in the City Market Building, expressed concern with regard to the unprofessional manner in which she was treated by a representative of Advantis after reminding him of the exclusivity clause in her current lease. She stated that she was harassed, provoked, and embarrassed by an Advantis employee in the presence of witnesses, a police report was filed and she is presently considering legal action; and over the past 20 years, she has paid the City of Roanoke over \$275,000.00 in rent and taxes, therefore, she expects to be treated with dignity and respect by those persons who are charged with the responsibility of managing the City Market building. She stated that she was under the impression that the issue of the non-compete clause was settled in November, 2004; and other businesses have expressed an interest in locating in the City Market Building, but have been turned down even though they would not be competing with current businesses. She advised that she is prepared to take legal action with regard to issues involving her current lease, but would prefer that the matter be resolved by the City.

Robert Craig, 701 12th Street, S. W., advised that Council has an opportunity to terminate the agreement with Advantis based upon unprofessional actions by employees which can be confirmed with witnesses to the incidents, and also due to the fact that acceptable leases have not been negotiated during the approximately 12 - 18 months that Advantis has managed in the City Market building.

Anita Wilson, 32 Market Square, a tenant in the City Market Building, encouraged the City to engage the services of a local firm to manage the Building. She expressed concern and embarrassment with regard to the unprofessional behavior of Advantis employees to Market building tenants in the presence of other Market tenants and customers.

Louis Wilson, 32 Market Square, S. W., a City Market Building tenant, advised that he was a witness to unprofessional behavior by an Advantis employee and would be willing to share his testimony with the appropriate City officials; and of primary concern is the lack of trust by Market building tenants in the management company. He stated that even though there is a non-compete clause in certain leases, it has come to the attention of Market building tenants that Advantis has negotiated with a Mexican restaurant and a pastry shop, and Market building tenants stand ready to work with the City to resolve their concerns.

Vice-Mayor Fitzpatrick suggested that management of the City Market Building be included in the report of a consultant engaged by the City to study the City Market area. He requested that the City Manager conduct an immediate investigation of the alleged incident(s) between Market Building tenants and Advantis employees, with a report to Council.

ARMORY/STADIUM: Mr. Jim Fields, 17 Ridgecrest Road, Hardy, Virginia, spoke in support of the renovation and promotion of Victory Stadium. He referred to an Agreement with Norfolk and Western Railway which states that the Stadium was constructed at its current location on the express condition that the land would be used to erect and maintain a stadium. He stated that Victory Stadium should be managed and operated by the Department of Parks and Recreation instead of the Civic Center; and for \$5 - 10 million, Victory Stadium could be renovated and used for high school football games and other outdoor events.

COMPLAINTS: Mr. Robert Gravely, 727 29th Street, N. W., expressed concern with regard to the condition of the City's infrastructure and the insufficient number of employees to maintain the City's infrastructure. He referred to a citizen forum to be held on Thursday, April 7, 2005, that will be instrumental in bringing new programs and new leadership to the City of Roanoke.

WATER RESOURCES: Ms. Suzanne Osborne, 1702 Blair Road, S. W., advised that according to a recent communication she received from the City of Roanoke, approximately 71 City residents with private irrigation systems in their yards will be subject to backflow testing, at a cost of up to \$250.00, in addition to a \$35.00 City permit fee. Inasmuch as only 71 residents are affected, she requested that they be exempt from paying the fee since she could find no reference to private residences in the Virginia Uniform Statewide Building Code and there is no rationale to ask a private property owner to spend \$250.00 annually for an irrigation system that will be used for six months out of the year. She stated that the information that was furnished to the 71 property owners is erroneous and requested that the City either readdress the issue, or that the 71 homeowners be grandfathered.

The Mayor requested that the City Manager provide Council with information on the issue referenced by Ms. Osborne.

CITY MANAGER COMMENTS: NONE.

At 5:30 p.m., the Mayor declared the Council meeting in recess to be reconvened on Tuesday, April 12, 2005, at 12:00 p.m., at The Brambleton Center, 3738 Brambleton Avenue, S. W., Room No. 1, for a joint meeting of Roanoke City Council and the Roanoke County Board of Supervisors and their respective library boards.

The City Council meeting reconvened on Tuesday, April 12, 2005, at 12:10 p.m., in Room #1, The Brambleton Center, 3738 Brambleton Avenue, S. W., for a joint meeting of the Roanoke City Council and the Roanoke County Board of Supervisors, with Vice-Mayor Beverly T. Fitzpatrick, Jr., and Chair Michael W. Altizer presiding.

ROANOKE CITY COUNCIL MEMBERS PRESENT: Alfred T. Dowe, Jr., Beverly T. Fitzpatrick, Jr., Sherman P. Lea, Brenda L. McDaniel and Mayor C. Nelson Harris (arrived late) -----5.

ABSENT: Council Members M. Rupert Cutler and Brian J. Wishneff -----2.

The Vice-Mayor declared the existence of a quorum.

ROANOKE COUNTY BOARD OF SUPERVISORS PRESENT: Joseph B. Church, Richard C. Flora, Joseph P. McNamara, Michael A. Wray, and Chair Michael W. Altizer-----5.

ABSENT: None-----0.

STAFF PRESENT:

Representing the City of Roanoke: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; Rolanda B. Russell, Assistant City Manager for Community Development; R. Brian Townsend, Director of Planning, Building and Development; Sheila Umberger, Acting Director of Libraries; and Sheila N. Hartman, Assistant City Clerk.

Representing Roanoke County: Elmer C. Hodge, County Administrator; John M. Chambliss, Jr., Assistant County Administrator for Human Services; Paul M. Mahoney, County Attorney; Diane D. Hyatt, Chief Financial Officer; Diana L. Rosapepe, Director of Library Services; and Diane S. Childers, Clerk.

The invocation was delivered by John M. Chambliss, Jr., Assistant County Administrator.

(Mayor Harris arrived at 12:20 p.m.)

LIBRARIES: Chairman Altizer introduced Bill Hidell, representing Bill Hidell and Associates, consultants for the Roanoke Comprehensive Public Library Study.

Working from an outline prepared by Hidell, Katz and McConnel, Mr. Hidell presented the following progress report on the long range study:

Findings of the Facilities Plan Process

Conclusion

Roanoke City Libraries are underutilized
Roanoke County Libraries are maxed out in capacity and will decline in use if they do not develop/expand

How do we support this conclusion?

Existing facility surveys
14 Focus group sessions
Six Town Hall meetings
Ten Key stakeholders interviews
Telephone survey (City residents only)
Peer Library comparison
Tour of contemporary libraries
Analysis of library annual reports

Issues

City collections are not meeting customer expectations
Libraries are beyond maximum collection capacity
Customer seating is not adequate
Computer access is limited
Parking is not adequate
25% of City residents use other library sites exclusively
Performance indicators are stagnant or declining

Mr. Hidell stated that members of the study group toured contemporary libraries, such as those in the Phoenix, Arizona area, as well as a variety of other contemporary libraries constructed within the last five years which have developed outstanding programs. He explained that the study group used an analysis of city and county peer library comparisons, which were compiled through a nationwide reporting system, in developing number comparisons throughout the study process.

Mark McConnel, a Roanoke architect and member of the study group, gave a slide presentation regarding local library facilities and out-of-state contemporary library facilities, during which he mentioned that Carilion Health Systems is interested in working with the City of Roanoke to include a medical library within the library system.

He stated that Roanoke City and Roanoke County share a tremendously long border between the localities and library systems, and called attention to the following issues facing the Roanoke County libraries:

- Overcrowded and maxed out
- Need better compartmentalization of books
- Children's areas are somewhat cramped

He advised that a well functioning system, with adequate spacing and protection, will keep children interested in utilizing the facilities; and library staff, with access to proper technology, will have more opportunity to move from behind the counters in order to work with library clientele by rendering assistance similar to the experience of visiting a local bookstore. He further advised that various suggestions are under consideration for making improvements to the libraries by using donations that have been received for improvements.

Mr. Hidell stated that typically, from a library planning perspective, one would plan for the maximum capacity of a three-foot section of shelving to be 80 per cent full; and any time capacity exceeds 80 per cent, circulation goes down because it is more difficult to locate items. He further stated that bookstores use a retail display model for distribution and service, and this concept could be incorporated into Roanoke's public library system.

Mr. McConnel continued his presentation and noted that the 80 per cent rule is being followed and facilities should be well lit and well organized, with a system that allows books to be easily located. He stated that to a large degree, clientele interact with one another at the library circulation counter; the use of computers tends to isolate people, and technology should be provided in appropriate places. He explained that issues to consider in the planning stages of renovation are: parking, safety and visibility, handicap accessibility, restrooms, building functionality and utilization, lighting and overcrowding of bookshelves. He added that the Hollins Branch building renovation resulted in an increased circulation by 60 per cent within two years.

He stated that the Melrose Branch has the largest available site of any that was reviewed; and both the Raleigh Court and Williamson Road Branch libraries are in a good location and widely used. As a consultant, he added that one of the issues to be considered was knowing where to go with a library system and how to develop the system. He reviewed slides which were taken during the study group's tour of libraries, and commented upon their locations which are just off main highways, with welcoming exteriors, a pedestrian and car friendly atmosphere, display of public art, skillful use of natural light and open design, ease of navigation throughout the building, overall user friendliness, retail display of books, designated areas for reading and computer usage, high and open ceilings, bookshelves are arranged similar to retail bookstores, clear and concise signage, open areas for staff and public interaction, children's amphitheatre and reading areas, and a young adults area using dramatic and bright colors, decorations, casual furniture and seating arrangements that provide a sense of their own defensible space.

Mr. Hidell noted that teenagers are the fastest growing segment of America's population, making up 28 per cent of the total population, and they have been the least served of any population by the public library system. He added that there are numerous contemporary library systems on waiting lists for development of programs specifically for the teen segment of the population.

Mr. McConnel noted that the most successful library systems included staff who were available on the floor to assist patrons, or for developing programs rather than standing behind counters checking out books or placing books back on bookshelves; provided automatic book checkout and return areas using barcodes, which also printed out receipts; utilized well lit open spaces, natural lighting and scenery; provided public seating areas outside the buildings; utilized public donations and contributions from community members who took pride in and ownership of their library system; and every aspect of the facility was dedicated toward public service.

Council Member Dowe inquired as to how the youth community could be persuaded to use Roanoke City libraries, as well as libraries at the public schools; whereupon, Mr. McConnel advised that the study revealed that the key is to make the library facility more inviting and a place where young people want to visit by providing their own defensible space. He stated that Roanoke's most successful recreation program is the climbing gym which is not an overly supervised site.

Board Member Wray inquired about how to deal with the acoustics of high ceilings; whereupon, Mr. McConnel advised that acoustics would be addressed architecturally, using acoustical materials such as carpeting and ceiling decks that will kill "space" sounds.

Board Member Flora stated that using all of the elements in combination would make the library system more of a destination place; once students leave the school setting, they do not return until the next day, therefore, the public library could serve as a viable alternative, especially if the environment offers a coffee shop atmosphere, with pleasant green spaces affording visions of greenery rather than stacks of books which could make a dramatic difference in the attitude of young people.

Mr. McConnel stated that in today's world, planners of successful libraries acknowledge the fact that people generally do not walk to the library; libraries are situated near major traffic intersections, are more visible and visitor friendly, become landmarks in the community, contain adequate parking, and offer public drop-off areas for use during inclement weather. He noted that the City of Roanoke is blessed with small neighborhoods, some of which are compact enough to allow people to walk to their library, however, the majority of libraries toured by the study group were vehicular based, and most teenagers tend to drive to their destinations.

Mr. Hidell commented on the following examples of local library issues, i.e.: current collections do not meet the needs of the community (includes space and budget), libraries are beyond their maximum seating capacity, computer access is limited, parking is inadequate, and 25 per cent of Roanoke City residents are now using other library facilities. He reviewed the following information:

What customers like:

Friendly staff; Virginia Room; locations; adult book variety

What customers do not like:

No parking; buildings are not inviting; long wait for computers; insufficient seating; poor lighting; not enough meeting space

Peer Library Comparisons:

FY 2004 Library Statistical Report Data

Library	Circulation per capita	Visits per capita	Reference Questions per capita	Turnover Rate per capita	Public Computer per 1000 pop	Total Expense per capita	Materials Expended per capita	Staff (FTE) per capita	Cost of Transaction
City 1	3.17	3.47	0.40	0.86	1.11	\$35.02	\$2.99	0.42	\$11.04
County 2	11.13	7.97	0.66	2.46	1.02	\$27.11	\$4.61	0.48	\$2.44
100-250 K Population 3 Peer Libraries	10.70	6.89	1.41	2.68	2.67	\$40.24	\$7.07	0.74	\$3.05 4
Upper quartile Peer Libraries 3	16.50	10.92	2.93	3.86	2.98	\$68.94	\$9.79	0.95	\$3.05 4

- Note:
1. Roanoke City Public Library 2004 Virginia Public Library Survey
 2. Roanoke County Public Library 2004 Virginia Public Library Survey
 3. 2004 Public Library Data Service Statistical Report Upper Quartile
 4. Hennen's American Public Library Ratings

Mr. McConnell noted that the Steering Committee instructed the study group to compare the current library system with the library system they most wanted to emulate; therefore, the group looked at the upper quartile of libraries in the country, rather than the lower quartile.

Mr. Hidell stated that to assist the public, kiosks could be located in shopping centers containing various types of information about the locality; other services could include computer access for faxes and e-mail, reference questions, local, state and federal revenue information, references to the Chamber of Commerce, and other public information.

Mr. McConnell explained the following terms that were used within the various charts:

- "Store front library" is a very limited service library, or a one stop shop.
- "Super branch library" offers a good reference selection, good circulation and access, adequate parking, meeting rooms, 50 - 60 computers, a destination oriented branch.
- "Central library," or a resource reference library, which would include a medical library and a law library, typical super brand functions, administration, book handling and processing; and a central library for Roanoke would include a "Virginia Room".

He noted that the "catch all" would be how to incorporate all of the special interest libraries into one branch, as well as administrative services. He added that it is a "quick leap" from discussing issues with regard to libraries and the ability to create the library of the future; one of the most inexpensive ways to apply a solution is to create an environment where people want to go; and there are two components of a library system: the physical side (books and computers) and the customer service and programs or staff side.

Mr. McConnel stated that the entire notion of creating an administrative and technological service center is important to the overall program because library space is expensive, but the building, administrative services, book handling, circulation and distribution does not have to cost \$150.00 per square foot; and there is a much more efficient way to handle services and to keep a particular branch from becoming the "main" library. He noted that the study group visited successful library systems across the country that do not have a "main" library, but offer nice branches with one branch not receiving more attention than the other, and all branches are equal because the administrative services were removed. He further stated that for the average user, whether using a Roanoke County or a Roanoke City library branch, it does not make a great deal of difference because many of the services are currently cooperatively addressed, which is key to the study.

Mr. Hidell continued with an overview of the following slide information:

Scenario 1(a)

City of Roanoke Building Cost	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Neighborhood Library					
Kiosk	50,000	50,000	50,000		
Renovation	150,000	100,000	150,000		100,00
Storefront 1		250,000	250,000		
Super Branch Library 2	5,040,000	3,800,000		5,450,000	
Central Library (72,500 sf)			14,282,500		
City of Roanoke Annual Cost	5,240,000	4,200,000	14,732,000	5,450,000	100,000
Roanoke City Building Cost 3					\$29,722,500
					4

- Note: 1 Storefront lease space
 2 Assumes addition to existing branch library
 3 Parking cost for central library are not included
 4 Land cost are not included

Scenario 1(b)

Roanoke County Building Cost	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Neighborhood Library					
Kiosk	50,000	50,000		25,000	
Renovation	150,000	100,000	100,000		
Storefront 1		250,000		250,000	
Super Branch Library		5,200,000	3,850,000 2		5,675,000
Central Library (60,500 sf)	10,500,000				
Roanoke County Annual Cost	10,700,000	5,575,000	3,950,000	300,000	5,675,000
Roanoke County Building Cost					\$26,200,000 3
Scenario 1 a and b Total Cost					\$55,922,500

- Note: 1 Storefront lease space
 2 Assumes addition to existing branch library
 3 Land cost are not included

Scenario 2
 City and County
 (coordinate administration, technical services and planning)

City and County Building Cost	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Neighborhood Library					
Kiosk	50,000	50,000	50,000	50,000	
Renovation	275,000	150,000	200,000	200,000	
Storefront 1	250,000	250,000			250,000
Super Branch Library	5,040,000	3,800,000 2	5,350,000	3,950,000 2	5,675,000
Resource Reference			10,168,000	12,510,000	
Admin. & Tech Service Center		1,800,000			
Scenario 2 Annual Cost	5,715,000	6,050,000	15,768,000	16,710,000	5,925,000
Scenario 1 a and b					\$50,168,000
Total Cost 4					5

- Note: 1 Storefront lease space
 2 Assumes addition to existing branch library
 3 Assumes renovation of existing building
 4 Parking cost for central library is not included
 5 Land cost is not included in construction estimates

Recommendations for successful elements for public library design:

- Join Forces – Coordinate planning, administration and technical services (City and County) – Currently, the customer views the system as being integrated, but operationally it is not, however, there is some economy; some staff functions could be consolidated, i.e.: taking staff from the backroom service area and relocating them to more visible programs and assistance.
- Facilities Plan – Address space and program needs with a full service delivery plan – a need to consider how services are distributed throughout the community, either in branch facilities or the main resource library, and also look at current electronic kiosk opportunities.
- Technology – Invest in a more robust operating system, material system, public computers and multi media technology–there is a need to look at the handling opportunities that exist, both from the customer side and the public side, making the operation of staff and customer flow easier.
- Staffing – Increase staff appropriately to provide a high level of service – Staff levels are low, combining the staff count of the two library systems and dividing by the population revealed that the average staff levels are currently .45 staff members per 1,000 people; the upper quartile average staff levels are currently .95 staff members per 1,000 people, and a range of between .70 and .75 is an appropriate ratio across the country; and there is a need to utilize available technology.
- Collections – Increase funding for all formats of collection development to be more aware of what the customer wants–the collection rate has sky rocketed.
- Retail Model – Develop a retail service/customer service culture for services and programming. It is important to follow the retail model in every aspect through placement, layout and marketing of the building, along with consideration of staff placement, affording opportunities for staff to circulate among users and provide more services.

Board Chair Altizer inquired if site specific locations were studied; whereupon, Mr. Hidell advised that site specific locations were not considered because the consultant was instructed to define the overall delivery of services; however, it should be addressed in the future. He referred to the concept of a super branch library and its positive effect on circulation in the community because users tend to gravitate toward programs and services provided by those types of libraries.

With regard to location, Mr. McConnel explained that the two library systems share a long border, and much of the population is grouped in Roanoke City and Roanoke County around locations on the border; the number of super branches went from six to five because of the opportunity to coordinate all locations; it is known that super branches and library services are primarily vehicular driven, which does not mean that there may not be a library on Grandin Road, or in one of the village centers, and there is an opportunity to look at those types of population centers to determine if it makes sense to develop a super branch library that would appeal to those communities.

Council Member Lea inquired if the concept had been tested in any other community in Virginia; whereupon, Mr. McConnel advised that the proposal is not a revolutionary concept, and numerous library systems do not have a main library; many library systems locate technology groups off site to save money; and the study group toured the Phoenix library system because Phoenix is a progressive community, officials are committed to their library system and have taken action to improve their system by building and/or renovating, and library systems are in close geographic proximity to one another.

The City Manager called attention to regional coordinated library systems in Williamsburg and Norfolk, and there are as many as 19 regional existing library systems in the Commonwealth of Virginia.

Mr. McConnel stated that to this point it appears that an integrated coordinated effort for the Roanoke area makes the most sense, thus far, there does not appear to be a massive need or cost savings for combining the two library systems into one, but there is a need to work together to make the most of available dollars; and an integrated and coordinated library system appears to be the preferred option, considering recent successes in connection with merging and consolidating library systems.

Vice-Mayor Fitzpatrick expressed appreciation for the work of the study groups, and advised that it is hoped that this will provide another opportunity for the City and the County to work together, whether by merger or coordination of systems. He encouraged both localities to pursue the issue because it will provide an opportunity to do something positive for the future of the Roanoke Valley and for western Virginia.

Mr. McConnel referred to renovation of the Hollins Branch Library and noted that improving the facility had increased circulation by 60 per cent over two years, which is solid evidence that expending money and effort pays off.

Mr. Hidell added that suggestions and input by teenagers and adults with regard to improvements for use and services provided by libraries has proven to be successful and beneficial in other localities.

Mr. McConnel noted that the task of the study group was to look at the overall library system and determine what changes need to be made, and could be made; the issue of regional cooperation was discussed and it is hoped that Roanoke City and Roanoke County will say that "x", "y" or "z" is the direction to go, or the localities may want to look at a cooperative or integrated venture. Whatever the decision, he stated that both library systems must do something, and a review of the numbers indicates that it makes more sense to act cooperatively; therefore, the study group encourages the governmental bodies to work together toward a strategic direction.

Mayor Harris expressed appreciation to the study groups. Without objection by Council, he suggested that the report of the consultant be accepted and referred to both the County Administrator and the City Manager for review with their respective Library Directors and staffs, and report back to the Council and the Board of Supervisors with recommendations regarding the scenarios and options that were presented by the consultants. He added that the matter could also be discussed at future meetings of the Mayor/Chair and City Manager/County Administrator.

Board Chair Altizer concurred in the suggestion to refer the matter to the County Administrator and the City Manager for discussion with their respective Library staffs, to review issues of joint cooperation, and to submit recommendations with regard to future action(s). On behalf of the Board of Supervisors, he expressed appreciation to all persons who participated in the study.

At 1:50 p.m., Chair Altizer declared the meeting of the Roanoke County Board of Supervisors in recess until 3:00 p.m., in the Roanoke County Administration Building, 5204 Bernard Drive, S. W., Roanoke, Virginia.

At 1:50 p.m., Mayor Harris declared the meeting of Roanoke City Council adjourned.

A P P R O V E D

ATTEST:

Mary F. Parker
City Clerk

C. Nelson Harris
Mayor
